

December 4, 2002

To: Supervisor Yvonne Brathwaite Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

QUARTERLY REPORT ON HIRING AND PROMOTION REQUESTS

On November 13, 2001, the Board reaffirmed and expanded the existing countywide hiring and promotional freeze policy in an effort to mitigate potential budget reductions. To monitor effectiveness and consistency in application of the amended policy, the Chief Administrative Office developed a quarterly report on hiring and promotional requests. This information is being provided to you as part of an ongoing effort to keep the Board informed of progress in this area.

For the fourth quarter of fiscal year 2001-02, 5,695 requests were received from departments. By the close of the quarter, 5,407 had been approved and 288 had been denied. The approvals, which were critical to the mission of departments, consisted primarily of 381 new hires and 115 promotions in Children and Family Services, 358 promotions in Public Social Services (required because of paired classes), 312 new hires in Agricultural Commissioner/Weights and Measures for temporary positions for various program services, 711 new hires in Parks and Recreation to staff summer seasonal programs, and 2,688 new hires in Registrar Recorder/County Clerk for temporary positions to staff the upcoming elections. The first two pages of the attached report summarize these actions by department. The remaining pages provide detailed information, including type of authorization requested (i.e., hiring or promotion), classification, justification, approval or denial and the reason for the approval or denial.

The report does not reflect hiring and promotional actions by departments that are exempt from the policy. Consistent with the Board's policy, these exemptions include health and safety positions, personnel funded through Special Districts/Special Funds, and other positions that are deemed critical to the department's operations.

If you have any questions or need additional information, your staff may contact Sid Kikkawa at (213) 974-1133 or Jacqueline White at (213) 974-1155.

DEJ:DL
JW:AH:vyg

Attachment

**Hiring and Promotion Requests
Fiscal Year 2001-02
Fourth Quarter (April - June 2002)**

Department	Hiring		Promotions		Total Requests
	Approved	On Hold	Approved	On Hold	
Affirmative Action	13	0	0	1	14
Agricultural Commissioner/Wts & Measures	312	0	0	0	312
Alternate Public Defender	0	0	6	0	6
Animal Care and Control	22	0	30	0	52
Assessor	23	0	1	0	24
Auditor Controller	12	9	4	7	32
Beaches and Harbors	4	1	4	2	11
Board of Supervisors	11	0	10	6	27
Chief Administrative Office	10	2	1	0	13
Chief Information Office	0	0	1	0	1
Child Support Services	173	0	4	0	177
Children & Family Services	381	49	115	5	550
Community & Senior Services	22	2	15	2	41
Consumer Affairs	0	0	0	0	0
Coroner	6	0	0	0	6
County Counsel	0	0	2	0	2
District Attorney	29	0	15	2	46
Health Services - Antelope Valley Cluster	1	0	1	0	2
Health Services - Coastal Cluster	1	0	2	0	3
Health Services - Northeast Cluster	3	0	6	0	9
Health Services - San Fernando Valley Cluster	0	0	8	0	8
Health Services - Southwest Cluster	1	0	2	0	3
Health Services - Health Services Administration	0	0	2	1	3
Health Services - Public Health Programs	2	0	2	1	5
Human Relations Commission	0	0	0	0	0
Human Resources	5	5	3	1	14
Internal Services	45	2	30	4	81
MacLaren Children's Center	16	0	8	0	24
Mental Health	21	0	3	4	28
Military & Veterans Affairs	1	1	0	0	2
Museum of Art	2	0	1	0	3
Office of Public Safety	2	0	0	0	2
Ombudsman	0	0	0	0	0
Parks and Recreation	711	4	8	10	733
Probation	67	18	11	1	97
Public Defender	35	0	32	1	68

**Hiring and Promotion Requests
Fiscal Year 2001-02
Fourth Quarter (April - June 2002)**

Department	Hires		Promotions		Total Requests
	Approved	Denied	Approved	Denied	
Public Social Services	0	0	358	0	358
Regional Planning	2	10	0	0	12
Registrar Recorder/County Clerk	2,688	2	13	6	2,709
Sheriff	44	19	21	98	182
Treasurer and Tax Collector	11	11	12	1	35
Total	4,676	135	731	153	5,695

HIRING AND PROMOTION REQUESTS

Fiscal Year 2001- 02

4th Quarter (April - June 2002)

Request Number	Requester	Subject	Position Title	Classification	Grade	Reason for Request	Approval	Denial	Reason for Approval/Denial
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Affirmative Action (#11155)

01/10/02	1	0888A		AA II	H	Critical administrative support	Approved	07/01/02	Critical workload
01/10/02	11	1681A		Deputy AACO	H	Critical to mission of Department	Approved	07/01/02	Critical workload
01/28/02	1	1681A	Deputy AACO	Sr Deputy AACO	P	Increased workload	Denied	07/01/02	Non-critical
05/28/02	1	913A		Staff Assistant II	H	Critical for monitoring Living Wage Ordinance program	Approved	05/28/02	Critical workload. Position will monitor Living Wage Ordinance program compliance for vendors, and assist departments in their compliance monitoring efforts

Hires-Approved	13
Promotions-Denied	1
Total	14

Agricultural Commissioner/Weights and Measures (#18730)

06/25/02	60	0038E		Temp Weed Hazard & Pest Abatement Worker	H	Blanket authorization needed to hire temporary positions to maintain services in various programs	Approved	06/27/02	Revenue-offset positions
06/25/02	6	0044C		Temp Pest Control Worker	H	Blanket authorization needed to hire temporary positions to maintain services in various programs	Approved	06/27/02	Revenue-offset positions
06/25/02	200	0004C		Temp Agricultural Inspector Aids	H	Blanket authorization needed to hire temporary positions to maintain services in various programs	Approved	06/27/02	Revenue-offset positions
06/25/02	30	0005O		Temp Associate Agr/Wts & Msr Inspector	H	Blanket authorization needed to hire temporary positions to maintain services in various programs	Approved	06/27/02	Revenue-offset positions
06/25/02	4	0039B		Temp Weed Hazard & Pest Abatement Driver	H	Blanket authorization needed to hire temporary positions to maintain services in various programs	Approved	06/27/02	Revenue-offset positions
06/25/02	12	0034E		Temp Sr Weed Abatement Worker	H	Blanket authorization needed to hire temporary positions to maintain services in various programs	Approved	06/27/02	Revenue-offset positions

Hires-Approved	312
Total	312

Alternate Public Defender (#15575)

05/28/02	5	9251A	Deputy Public Defender II	Deputy Public Defender III	P	Cost Avoidance. Vacancy will result in increased costs; critical to felony operations	Approved	06/03/02	Maintains availability of APD attorneys and reduces use of private attorneys
06/12/02	1	9265A	Division Chief, PD	Chief Deputy, APD (UC)	P	Critical to management operations - MAPP	Approved	06/17/02	Critical management position

Promotions-Approved	6
Total	6

Animal Care & Control (#18950)

04/01/02	20	2978O		Animal Shelter Aid	H	Critical Health and Safety/Revenue offset	Approved	04/01/02	Critical Health and Safety/Revenue offset/High turnover position
04/01/02	2	2986A		Animal Health Tech	H	Critical Health and Safety/Revenue offset	Approved	04/01/02	Critical Health and Safety/Revenue offset/High turnover position
04/01/02	12	2979O	Animal Shelter Aid	Animal Control Officer I	P	Critical Health and Safety/Revenue offset	Approved	04/01/02	Critical Health and Safety/Revenue offset/High turnover position
04/01/02	18	2979A	Animal Control Officer I (N)	Animal Control Officer I	P	Critical Health and Safety/Revenue offset	Approved	04/01/02	Critical Health and Safety/Revenue offset/High turnover position

Hires-Approved	22
Promotions-Approved	30
Total	52

Assessor (#10200)

04/16/02	1	2595A		Data Systems Supvr I	H	20% vacancy/Supervisory position	Approved	04/19/02	20% vacancy/Supervisory position
05/02/02	20	1138A		Intermediate Clerk	H	Workload increase of 22%/Overtime budget exceeded due to backlog	Approved	05/09/02	Workload increase of 22%/Overtime budget exceeded due to backlog
06/20/02	1	2102A		Sr Sec III	H	19% vacancy rate	Approved	07/10/02	Only secretarial position in Division and funded by higher item
06/24/02	1	1970A	Principal Appraiser (N)	Principal Appraiser	P	No financial impact. Temp status for 4 yrs	Approved	07/03/02	No additional cost, and employee performing the work for 4 years
06/24/02	1	1140A		Sr Clerk	H	38% vacancy rate	Approved	07/03/02	38% vacancy/difficult to recruit position

Hires-Approved	23
Promotions-Approved	1
Total	24

HIRING AND PROMOTION REQUESTS

Fiscal Year 2001- 02

4th Quarter (April - June 2002)

HIRING REQUEST						PROMOTION REQUEST			
Date Requested	Requester	Job No.	Class III Job Title	Class III Job Title	Class III Job Title	Class III Job Title	Class III Job Title	Class III Job Title	Reason for Approval/Denial

Auditor-Controller (#10700)

04/10/02	1	1849A		Sr DPT	H	40% vacancy rate	Approved	04/17/02	40% vacancy rate in critical personnel area
04/10/02	1	0647A		Accountant II	H	Six month backlog in payroll area	Approved	04/19/02	Backlog in critical area
04/10/02	1	0714A		Program Spec III, A/C	H	Partially revenue offset/Management position	Approved	04/19/02	Critical need
04/10/02	1	1343A		Payroll Spec II, A/C	H	Direct deposit function/Workload issue	Approved	04/19/02	Critical need
04/10/02	1	1138A		Intermediate Clerk	H	Warrant processing/Uncashed check website position	Approved	04/19/02	Critical need
04/10/02	1	0716A	Princ Acctg Sys Analyst	Program Spec IV, A/C	P	Currently performing duties	Approved	04/19/02	Critical need
04/10/02	1	714A	Supvg AA III	Program Spec III, A/C	P	Currently performing duties/IFT offset	Approved	04/19/02	Critical need
04/10/02	1	0712A	Accountant III	Program Spec I, A/C	P	Partially revenue offset/CRA projects	Approved	04/19/02	Critical need
04/10/02	1	0647A		Accountant II	H	Partially revenue offset/Workload issue	Denied	04/22/02	Critical need not demonstrated
04/10/02	1	1138A		Intermediate Clerk	H	Partially revenue offset/Critical clerical support	Denied	04/22/02	Critical need not demonstrated
04/10/02	1	2214A		ITC	H	Partially IFT offset/Critical clerical support position	Denied	04/22/02	Critical need not demonstrated
04/10/02	1	0716A		Program Spec IV, A/C	H	Management of Section	Denied	04/22/02	Critical need not demonstrated
04/10/02	1	1343A		Payroll Spec II, A/C	H	Direct deposit function/Workload issue	Denied	04/22/02	Critical need not demonstrated
04/10/02	1	1342A	Accountant III	Payroll Spec I, A/C	P	29% vacancy rate/Implement cost savings procedures	Denied	04/22/02	Critical need not demonstrated
04/10/02	2	1140A		Sr Clerk	H	1 pos is partially revenue offset/Filled with temp emp	Denied	04/22/02	Critical need not demonstrated
04/10/02	2	0712A	Accountant III	Program Spec I, A/C	P	Fully revenue offset for CRA projects	Denied	04/22/02	Critical need not demonstrated
04/10/02	1	0650A	Accountant II	Sr Accountant I, A/C	P	Currently performing duties/Fully revenue offset	Denied	04/22/02	Critical need not demonstrated
04/10/02	1	1890A	ITC	Personnel Assistant	P	Currently performing duties/20% vacancy	Denied	04/22/02	Critical need not demonstrated
04/30/02	1	1138A		Intermediate Clerk	H	Partially revenue offset/Critical clerical support	Denied	05/03/02	Critical need not demonstrated
04/30/02	1	1140A		Sr Clerk	H	Workload/uncashed warrant website & public records act	Denied	05/03/02	Only vacancy in unit (14%)
04/30/02	2	1343A	Intermediate Supvg Clerk	Payroll Spec II, A/C	P	Currently performing duties	Denied	05/03/02	Critical need not demonstrated
04/30/02	1	0716A		Program Spec IV, A/C	H	Management of Section	Approved	05/06/02	Critical need
04/30/02	1	1140A		Sr Clerk	H	Responsible for Countywide travel processing	Approved	05/06/02	Critical need
04/30/02	1	0647A		Accountant II	H	Partially revenue offset/Workload issue	Approved	05/06/02	40% vacancy rate
04/30/02	1	1342A	ITC	Payroll Spec I, A/C	P	Partially revenue offset/Management position	Approved	05/06/02	Critical need
06/17/02	1	9096A		Children's Svcs Insp Gen	H	Critical vacancy - compliance with Board order	Approved	06/20/02	Critical vacancy - compliance with Board order
06/25/02	2	2214A		ITC	H	Critical to resolution of payment problems between DPSS and DCFS	Approved	07/03/02	Critical need/Partial revenue offset
06/25/02	1	1367A		Tax Services Clerk II	H	Partially revenue offset/Delay in work may result in loss of revenue	Approved	07/03/02	Critical need, partial revenue offset, and produces new revenue

Hires-Approved	12
Hires-Denied	9
Promotions-Approved	4
Promotions-Denied	7
Total	32

Beaches & Harbor (#27510)

03/28/02	1	8907A		Division Chief, B&H	H	Provides oversight and leadership of Administrative Services Division	Approved	04/01/02	Critical to department's operations
05/09/02	1	6587A	Grounds Maint Wkr I	Marina Maint Wkr	P	Health and safety - necessary for ensuring beach infrastructure is properly maintained and repaired	Approved	05/14/02	Critical health and safety position - beach maintenance and safety
05/09/02	2	6049A	Refuse Truck Helper	Medium Truck Driver	P	Health and safety - necessary for keeping beaches safe and in sanitary condition	Approved	05/14/02	Critical health and safety position - beach maintenance and safety
05/09/02	1	0888A	Sr Sec II	AA II	P	Position needed to process beach and Marina access permits on a timely basis; revenue-generating position	Approved	05/20/02	Critical need - provides essential administrative support
05/09/02	1	2101A	Sr Typist Clerk	Sr Sec II	P	Provides critical secretarial support	Denied	05/20/02	Promotion is not exempt from hiring freeze. Employee will continue to perform duties of higher level position.
05/09/02	1	2216A		Sr Typist Clerk	H	Provides critical clerical support	Denied	05/20/02	Position not vacant
05/09/02	1	2216A	ITC	Sr Typist Clerk	P	Provides critical clerical support	Denied	05/20/02	Request to fill positions not justified as mission critical
05/09/02	1	1138A		Intermediate Clerk	H	Position crucial to assisting in issuance of beach use and film permits	Approved	05/20/02	Critical need - provides essential clerical and back up support
05/09/02	1	4428A		Regional Planning Asst I	H	Position critical in administering grants administration, zoning laws, environmental analysis, and other land use regulations	Approved	05/20/02	Critical need - provides essential administrative support to Planning Division
06/11/02	1	2216A		Sr Typist Clerk	H	Workload issue	Approved	05/20/02	Justified by workload

HIRING AND PROMOTION REQUESTS

Fiscal Year 2001- 02

4th Quarter (April - June 2002)

DEPARTMENTAL REQUEST							ACTION/ DISPOSITION		
Date Requested	Positions Requested	Item # Sub No	Classification from	Classification to	P=Promote	Justification	Approved	Approval Date	Reason for Approval/Denial

Beaches & Harbor (#27510) continued

Hires-Approved	4
Hires-Denied	1
Promotions-Approved	4
Promotions-Denied	2
Total	11

Board of Supervisor (#10010)

03/28/02	1	01099A	Board Specialist	Interm Board Specialist	P	Provides direct support to Board Offices	Approved	04/04/02	Critical need - provides direct support to Board Offices
04/09/02	1	09947A	Assistant Deputy III	Deputy	P	Provides direct support to Supervisor Molina	Approved	04/19/02	Critical need - provides direct support to Supervisor Molina
04/18/02	1	09937A	Inter Board Specialist	Staff Assistant	P	Provides direct support to Supervisor Burke	Approved	04/23/02	Critical need - provides direct support to Supervisor Burke
04/22/02	1	09947A	Assistant Deputy I	Deputy	P	Provides direct support to Supervisor Antonovich	Approved	05/02/02	Critical need - provides direct support to Supervisor Antonovich
05/02/02	1	02122A	AA II	Exec Sec III	P	Provides critical support to the Executive Officer	Approved	05/06/02	Critical need - provides secretarial support to the Executive Officer
05/02/02	1	02116A	Mgmt Sec IV	Sr Mgmt Sec III	P	Provides secretarial support to admin programs	Denied	05/28/02	Critical need not demonstrated
05/02/02	1	02109A	Inter Board Specialist	Mgmt Sec III	P	Provides secretarial support to division manager	Denied	05/28/02	Critical need not demonstrated
05/02/02	1	02109A	Sr Sec III	Mgmt Sec III	P	Provides secretarial support to division manager	Denied	05/28/02	Critical need not demonstrated
05/02/02	1	01099A	Board Specialist	Inter Board Specialist	P	Provides staff support to building mgmt svcs	Denied	05/28/02	Critical need not demonstrated
05/02/02	2	01099A	Data Control Clerks	Inter Board Specialist	P	Provides direct support to Board Offices	Approved	05/28/02	Critical need - provides direct support to Board Offices
05/02/02	1	02591A	DSA I	DSA II	P	Provides direct support to Board Offices	Approved	05/28/02	Critical need - provides direct support to Board Offices
05/02/02	1	01099A	Board Specialist	Inter Board Specialist	P	Provides direct support to Board Offices	Approved	05/28/02	Critical need - provides direct support to Board Offices
05/02/02	1	01100A	Inter Board Specialist	Sr Board Specialist	P	Provides staff support to management services	Denied	05/28/02	Critical need not demonstrated
05/02/02	1	01002A	DPT	ASM I	P	Provides staff support to personnel services	Denied	05/28/02	Critical need not demonstrated
05/02/02	1	01099A	Board Specialist	Inter Board Specialist	P	Provides direct support to Board Offices	Approved	05/28/02	Critical need - provides direct support to Board Offices
06/24/02	1	09948A		Sr Deputy	H	Provides direct support to Supervisor Antonovich	Approved	06/25/02	Critical need - provides direct support to Supervisor Antonovich
06/24/02	10	08243F		SPW	H	Provides direct support to Board Offices	Approved	06/25/02	Critical need - provides direct support to Board Offices

Hires-Approved	11
Promotions-Approved	10
Promotions-Denied	6
Total	27

Chief Administrative Office (#10100)

04/01/02	1	0826A		Assoc Analyst, CAO	H	Critical need - Departmental analyst vacancy - Health Services Program	Approved	04/02/02	Provides critical central agency budget oversight
04/01/02	1	2103A		Sr Sec IV	H	Critical need - Provides clerical/staff support functions	Approved	04/08/02	Position will alleviate clerical/staff shortage
04/01/02	1	8243F		SPW	H	Provides temporary clerical/staff support assistance	Approved	04/01/02	Assistance to alleviate clerical/staff shortage
04/29/02	1	0846F		Division Chief, CAO	H	Critical need - 120 day retiree, provides technical expertise for highly complex & sensitive compensation issues	Approved	05/15/02	Provides critical assistance on Countywide compensation issues
04/29/02	1	2102A	Sr Sec I	Sr Sec III	P	Critical need - employee working out of class	Approved	06/05/02	CAO concurs with Departmental justification
05/08/02	1	0817A		PS III, CAO	H	Filling vacancy in LTFSS program	Denied	06/12/02	Departmental funding curtailment for LTFSS program
05/14/02	1	0829A		Sr Analyst, CAO	H	Critical need - Departmental analyst vacancy - Social Services program	Approved	05/21/02	Filling critical Social Services analyst vacancy
05/15/02	1	0658A		AO III	H	Critical need - Departmental analyst vacancy - Social Services program	Approved	05/20/02	Filling critical Social Services analyst vacancy
06/04/02	1	8242F		Student Worker	H	Provides temporary clerical/staff support assistance	Approved	06/05/02	Assistance to alleviate clerical/staff shortage
06/04/02	1	8242F		Student Worker	H	Provides temporary clerical/staff support for grant-funded program	Approved	06/05/02	Position offset by AB212 grant funding
06/10/02	1	2102A		Sr Sec III	H	Critical need - Provides clerical/staff support functions	Approved	06/24/02	Position will alleviate clerical/staff shortage
06/12/02	1	0829A		Sr Analyst, CAO	H	Filling vacancy in Countywide marketing program	Denied	06/14/02	Department funding issues
06/17/02	1	0830A		Principal Analyst, CAO	H	Critical need - filling vacant analyst position in leasing acquisition and property management	Approved	06/17/02	Filling critical Countywide leasing acquisition and property management analyst vacancy

HIRING AND PROMOTION REQUESTS

Fiscal Year 2001- 02

4th Quarter (April - June 2002)

HIRING AND PROMOTION REQUESTS										TOTAL POSITION	
Date Requested	Position Requested	Item# Sub No.	Classification From	Classification To	P/Promote	Justification	Approved	Denied	Reason for Approval/Denial		

Chief Administrative Office (#10100) continued

Hires-Approved	10
Hires-Denied	2
Promotions-Approved	1
Promotions-Denied	0
Total	13

Chief Information Office (#10070)

03/07/02	1	2567A	Sr Info Tech Consultant	Chief Deputy Dir, CIO	P	Performing at higher level	Approved	05/07/02	Critical need
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Promotions-Approved

1

Total	1
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Child Support Services (#14280)

02/19/02	1	9232N		Paralegal	H	Grant funded position	Approved	03/02/02	Generates zero NCC - 100%. Subvned by State and Federal Funds
04/08/02	73	2214A		ITC	H	Revenue offset	Approved	04/16/02	Generates zero NCC - 100%. Subvned by State and Federal Funds
04/08/02	32	1614A		FSO II	H	Revenue offset	Approved	04/16/02	Generates zero NCC - 100%. Subvned by State and Federal Funds
04/25/02	14	9285A		Attorney II, CSS	H	Revenue offset	Approved	05/02/02	Generates zero NCC - 100%. Subvned by State and Federal Funds
04/29/02	5	9240F		Law Clerk	H	Revenue offset	Approved	05/02/02	Generates zero NCC - 100%. Subvned by State and Federal Funds
05/16/02	1	2525A		EDP Sr Prog Analyst	H	Revenue offset	Approved	05/22/02	Generates zero NCC - 100%. Subvned by State and Federal Funds
05/16/02	2	1733A		Deputy Director, CSS	H	Revenue offset	Approved	06/07/02	Generates zero NCC - 100%. Subvned by State and Federal Funds
05/23/02	4	9286A	Attorney II, CSS	Attorney III, CSS	P	Revenue offset	Approved	05/30/02	Generates zero NCC - 100%. Subvned by State and Federal Funds
05/24/02	1	2525A		EDP Sr Prog Analyst	H	Revenue offset	Approved	06/20/02	Generates zero NCC - 100%. Subvned by State and Federal Funds
05/29/02	3	9243F		Sr Law Clerk	H	Revenue offset	Approved	06/20/02	Generates zero NCC - 100%. Subvned by State and Federal Funds
05/29/02	9	2096A		Sec III	H	Revenue offset	Approved	06/20/02	Generates zero NCC - 100%. Subvned by State and Federal Funds
05/29/02	3	2098A		Sec V	H	Revenue offset	Approved	06/20/02	Generates zero NCC - 100%. Subvned by State and Federal Funds
05/29/02	1	1850A		Head DPT	H	Revenue offset	Approved	06/20/02	Generates zero NCC - 100%. Subvned by State and Federal Funds
05/29/02	10	1614A		FSO II	H	Revenue offset	Approved	06/20/02	Generates zero NCC - 100%. Subvned by State and Federal Funds
05/29/02	14	8243F		SPW	H	Revenue offset	Approved	06/11/02	Generates zero NCC - 100%. Subvned by State and Federal Funds
06/10/02	3	2109A		Mgmt Sec III	H	Revenue offset	Approved	06/20/02	Generates zero NCC - 100%. Subvned by State and Federal Funds
06/19/02	1	2614A		DP Mgr	H	Revenue offset	Approved	07/12/02	Generates zero NCC - 100%. Subvned by State and Federal Funds
06/25/02	1	1016A		Admin Deputy, CSS	H	Revenue offset	Approved	06/27/02	Generates zero NCC - 100%. Subvned by State and Federal Funds

Hires-Approved

173

Promotions-Approved

4

Total	177
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Children & Family Services (#26200)

04/04/02	14	9073A		CSW III	H	Critical need; provides direct client services	Approved	04/04/02	Critical need for ongoing workload associated with new federal requirement
04/04/02	42	9073F		CSW III	H	Critical need; provides direct client services	Approved	04/04/02	Temporary critical need for workload associated with applying new requirement to existing caseload
04/04/02	2	9074A		SCSW	H	Critical need; provides direct client services	Approved	04/04/02	Critical need for ongoing workload associated with new federal requirement
04/04/02	6	9074F		SCSW	H	Critical need; provides direct client services	Approved	04/04/02	Temporary critical need for workload associated with applying new requirement to existing caseload
04/04/02	2	2214A		ITC	H	Critical need; provides direct client services	Approved	04/04/02	Critical need for ongoing workload associated with new federal requirement
04/04/02	6	2214F		ITC	H	Critical need; provides direct client services	Approved	04/04/02	Temporary critical need for workload associated with applying new requirement to existing caseload
04/04/02	1	9088A		CSA III	H	Manages direct client services	Denied	04/04/02	Critical need not demonstrated
04/04/02	1	2096A		Sec III	H	Provides clerical support to manager	Denied	04/04/02	Critical need not demonstrated
04/05/02	10	8997A		Transportation Worker	H	Critical need; provides direct client services	Approved	04/17/02	Critical need to transport children to/from court hearings
04/18/02	1	0889A		AA III	H	Critical need; needed for AC audit compliance	Approved	04/19/02	Critical need for compliance with AC audit on Internal Controls
04/22/02	1	2214A	Typist Clerk	ITC	P	Commitment prior to freeze; Dept failure to act	Approved	04/23/02	Correct departmental error
04/22/02	1	2216A	ITC	Sr Typist Clerk	P	Commitment prior to freeze; Dept failure to act	Approved	04/23/02	Correct departmental error
04/25/02	1	9179A	EW I	EW II	P	Paired Class	Approved	04/30/02	Paired Class - Required by MOU
05/03/02	1	2214A	Typist Clerk	ITC	H	Critical need; provides direct client services	Approved	05/15/02	Critical need; supports direct client service staff
05/03/02	1	2214A	Typist Clerk	ITC	P	Critical need; provides direct client services	Approved	05/15/02	Critical need; supports direct client service staff
05/03/02	1	1138A	Youth Worker, CS	Intermediate Clerk	P	Critical need; provides direct client services	Approved	05/15/02	Critical need; supports direct client service staff

HIRING AND PROMOTION REQUESTS
Fiscal Year 2001- 02
4th Quarter (April - June 2002)

DEPARTMENTAL REQUEST							CAO DISPOSITION		
Date Requested	No. of Positions Requested	Item & Sub No	Classification From	Classification To	H=Hire P=Promote	Justification	Approved Denied	Date of Approval/ Denial	Reason for Approval/Denial
Children & Family Services (#26200) continued									
05/03/02	1	9074A	CSW III	SCSW	P	Critical need; provides direct client services	Approved	05/15/02	Critical need; provides direct client service
05/03/02	3	9179A	EW I	EW II	P	Critical need; provides direct client services	Approved	05/15/02	Critical need; provides direct client service
05/03/02	1	2521A		EDP Prog Analyst II	H	Critical need	Denied	05/15/02	Critical need not demonstrated
05/03/02	1	2525A		EDP Sr Prog Analyst	H	Critical need	Denied	05/15/02	Critical need not demonstrated
05/09/02	1	2214A		ITC	H	Critical need	Approved	05/23/02	Critical need to achieve functionality in HR operations
05/09/02	2	1849A		Sr DPT	H	Critical need	Approved	05/23/02	Critical need to achieve functionality in HR operations
05/09/02	2	1002A		ASM I	H	Critical need	Approved	05/23/02	Critical need to achieve functionality in HR operations
05/09/02	2	1881A		Deptl Civil Svc Rep	H	Critical need	Approved	05/23/02	Critical need to achieve functionality in HR operations
05/09/02	1	1842A		DPA	H	Critical need	Approved	05/23/02	Critical need to achieve functionality in HR operations
05/09/02	2	2216A		Sr Typist Clerk	H	Critical need	Approved	05/23/02	Critical need to achieve functionality in HR operations
05/09/02	1	1845A		Principal DPA	H	Critical need	Approved	05/23/02	Critical need to achieve functionality in HR operations
05/09/02	1	1003A		ASM II	H	Critical need	Approved	05/23/02	Critical need to achieve functionality in HR operations
05/17/02	4	9179A	EW I	EW II	P	Paired Class	Approved	05/21/02	Paired Class - Required by MOU
05/17/02	11	9071A	CSW Trainee	CSW I	P	Paired Class	Approved	05/21/02	Paired Class - Required by MOU
05/17/02	16	9072A	CSW I	CSW II	P	Paired Class	Approved	05/21/02	Paired Class - Required by MOU
05/17/02	20	9073A	CSW II	CSW III	P	Paired Class	Approved	05/21/02	Paired Class - Required by MOU
05/17/02	1	2214A		ITC	H	Critical need; provides direct client services	Approved	05/15/02	Critical need; supports direct client service staff
05/17/02	1	2214F		ITC	H	Critical need; provides direct client services	Approved	05/22/02	Critical need; supports direct client service staff
05/17/02	1	2214A	Typist Clerk	ITC	P	Critical need; provides direct client services	Approved	05/22/02	Critical need; supports direct client service staff
05/17/02	1	2216A	ITC	Sr Typist Clerk	P	Critical need; provides direct client services	Approved	05/22/02	Critical need; supports direct client service staff
05/17/02	1	9074A	CSW III	SCSW	P	Critical need; provides direct client services	Approved	05/22/02	Critical need; provides direct client service
05/17/02	1	2219A		Supvg Typist Clerk	H	Critical need; provides direct client services	Approved	05/22/02	Critical need; supports direct client service staff
05/17/02	2	9086A	CSW III	CSA I	P	Critical need	Approved	05/22/02	Critical need to achieve functionality in Emancipation operation
05/17/02	1	1002A		ASM I	H	Critical need	Approved	05/22/02	Critical need to comply with Internal Controls audit
05/17/02	1	2214A		ITC	H	Critical need	Denied	05/22/02	Critical need not demonstrated
05/21/02	1	2216A	ITC	Sr Typist Clerk	P	Critical need	Approved	06/07/02	Critical need; only clerical support for unit
05/21/02	1	0887A		AA I	H	Critical need	Denied	06/07/02	Critical need not demonstrated
05/28/02	100	9073A		CSW III	H	Critical need; provides direct client services	Approved	06/05/02	Critical need; provides direct client service
05/28/02	2	2219A	ITC	Supvg Typist Clerk	P	Critical need; provides direct client services	Approved	06/05/02	Critical need; provides support to direct client service staff
05/28/02	1	9074A	CSW III	SCSW	P	Critical need; provides direct client services	Approved	06/05/02	Critical need; provides direct client service
05/28/02	1	1002A	Mental Health Analyst	ASM I	P	Critical need	Approved	06/20/02	Critical need to achieve functionality in Budget operations
05/28/02	1	1002A	AA III	ASM I	P	Critical need	Approved	06/20/02	Critical need to achieve functionality in Budget operations
05/28/02	1	0889A	AA II	AA III	P	Critical need	Approved	06/20/02	Critical need to achieve functionality in Budget operations
05/28/02	1	9086A	CSW III	CSA I	P	Critical need; provides direct client services	Approved	06/20/02	Critical need; provides direct client service
05/28/02	1	9181A	EW II	Eligibility Supvr	P	Critical need; provides direct client services	Approved	06/20/02	Critical need; provides direct client service
05/28/02	1	1002A	CSW III	ASM I	P	Critical need	Approved	06/20/02	Critical need to achieve functionality in Internal Affairs operations
05/28/02	1	9087A	ASM I	CSA II	P	Critical need	Denied	06/20/02	Critical need to achieve functionality in Internal Affairs operations
05/28/02	1	9086A	CSW III	CSA I	P	Critical need	Denied	06/20/02	Critical need not demonstrated
05/28/02	1	0913A	Sec III	Staff Assistant II	P	Critical need	Denied	06/20/02	Critical need not demonstrated
05/28/02	1	0889A		AA III	H	Critical need	Denied	06/20/02	Critical need not demonstrated
05/28/02	1	2214A		ITC	H	Critical need	Denied	06/20/02	Critical need not demonstrated
05/30/02	2	9074A	CSW III	SCSW	P	Critical need; provides direct client services	Approved	06/19/02	Critical need; provides direct client service
05/30/02	1	1002A	Contract Program Auditor	ASM I	P	Critical need	Approved	06/21/02	Critical need to achieve functionality in Contracts Mgmt operations
05/30/02	1	1002A	Contract Svcs Coordinator	ASM I	P	Critical need	Approved	06/21/02	Critical need to achieve functionality in Contracts Mgmt operations
05/30/02	1	0642A	ITC	Acctg Tech I	P	Critical need	Approved	06/21/02	Critical need to achieve functionality in Finance operations
05/30/02	1	0192A	ITC	Staff Assistant I	P	Critical need	Approved	06/21/02	Critical need to achieve functionality in Emancipation operations
05/30/02	1	2216A	ITC	Sr Typist Clerk	P	Critical need; provides direct client services	Approved	06/21/02	Critical need; supports direct client service staff
05/30/02	1	1002A		ASM I	H	Critical need	Approved	06/21/02	Critical need to achieve functionality in Internal Affairs operations; 120-day retiree
06/05/02	2	9181A	EW II	Eligibility Supvr	P	Critical need; provides direct client services	Approved	06/20/02	Critical need; provides direct client service
06/05/02	1	2216A	ITC	Sr Typist Clerk	P	Critical need	Approved	06/18/02	Critical need; only clerical support for unit
06/05/02	1	2591A	DSA II	Data Systems Supvr I	P	Critical need	Approved	06/18/02	Critical need for upgrading computers and software
06/05/02	1	0647A	Acctg Tech I	Accountant II	P	Critical need	Approved	06/18/02	Critical need to achieve functionality in Finance operations
06/05/02	1	0647A	Acctg Tech II	Accountant II	P	Critical need	Approved	06/18/02	Critical need to achieve functionality in Finance operations
06/05/02	1	1003A	ASM I	ASM II	P	Critical need	Approved	06/18/02	Critical need to achieve functionality in Contracts Mgmt operations
06/05/02	1	1154A		Interpreter	H	Critical need	Approved	06/18/02	Critical need; provides direct client service
06/05/02	1	2214A		ITC	H	Critical need	Denied	06/18/02	Critical need not demonstrated
06/05/02	1	6022A		Light Vehicle Driver	H	Critical need	Approved	06/18/02	Critical need; employee safety issue
06/05/02	1	2216A	ITC	Sr Typist Clerk	P	Critical need	Approved	06/28/02	Critical need; supports direct client service staff

HIRING AND PROMOTION REQUESTS

Fiscal Year 2001- 02

4th Quarter (April - June 2002)

DEPARTMENTAL REQUEST							CAO DISPOSITION		
Date Requested	No. of Positions Requested	Item & Sub No	Classification From	Classification To	Hire/Promote	Justification	Approved/Denied	Date of Approval/Denial	Reason for Approval/Denial

Children & Family Services (#26200) continued

06/05/02	1	9074A	CSW III	SCSW	P	Critical need; provides direct client services	Approved	07/01/02	Critical need; provides direct client service
06/05/02	1	2569A		DP Specialist I	H	Critical need	Approved	07/01/02	Critical need to manage geographical information system
06/05/02	1	9087A	ASM I	CSA II	P	Critical need	Denied	06/20/02	Critical need not demonstrated
06/05/02	1	9087A	SCSW	CSA II	P	Critical need	Denied	06/20/02	Critical need not demonstrated
06/20/02	1	2214A		ITC	H	Critical need	Approved	07/18/02	Critical need to achieve functionality in Emancipation operations
06/20/02	1	2216A		Sr Typist Clerk	H	Critical need	Approved	07/18/02	Critical need to achieve functionality in Emancipation operations
06/20/02	18	2214A		ITC	H	Critical need	Denied	07/18/02	Critical need not demonstrated
06/20/02	8	1140A		Sr Clerk	H	Critical need	Denied	07/18/02	Critical need not demonstrated
06/20/02	2	2216A		Sr Typist Clerk	H	Critical need	Approved	07/18/02	Critical need to achieve functionality in Contracts Mgmt operations
06/20/02	7	2216A		Sr Typist Clerk	H	Critical need	Denied	07/18/02	Critical need not demonstrated
06/20/02	3	2219A		Supvg Typist Clerk	H	Critical need	Denied	07/18/02	Critical need not demonstrated
06/20/02	2	2214A		ITC	H	Critical need	Approved	07/18/02	Critical need to achieve functionality in Finance operations
06/20/02	1	2221A		Intermediate Supvg TC	H	Critical need	Denied	07/18/02	Critical need not demonstrated
06/20/02	14	1136A		Clerk	H	Critical need	Approved	07/16/02	Critical need; supports direct client service staff
06/20/02	12	1138A		Intermediate Clerk	H	Critical need	Approved	07/16/02	Critical need; supports direct client service staff
06/20/02	3	2221A		Intermediate Supvg TC	H	Critical need	Approved	07/16/02	Critical need; supports direct client service staff
06/20/02	107	2214A		ITC	H	Critical need	Approved	07/16/02	Critical need; supports direct client service staff
06/20/02	1	2214A		ITC	H	Critical need	Denied	07/16/02	Authorization to fill position provided earlier in month
06/20/02	10	1140A		Sr Clerk	H	Critical need	Approved	07/16/02	Critical need; supports direct client service staff
06/20/02	15	2216A		Sr Typist Clerk	H	Critical need	Approved	07/16/02	Critical need; supports direct client service staff
06/20/02	1	2216A		Sr Typist Clerk	H	Critical need	Denied	07/16/02	Authorization to fill position provided earlier in month
06/20/02	1	1174A		Supvg Clerk	H	Critical need	Approved	07/16/02	Critical need; supports direct client service staff
06/20/02	9	2219A		Supvg Typist Clerk	H	Critical need	Approved	07/16/02	Critical need; supports direct client service staff
06/20/02	1	2219A		Supvg Typist Clerk	H	Critical need	Denied	07/16/02	Authorization to fill position provided earlier in month
06/20/02	2	9179A	EW I	EW II	P	Paired Class	Approved	06/28/02	Paired Class - Required by MOU
06/20/02	17	9071A	CSW Trainee	CSW I	P	Paired Class	Approved	06/28/02	Paired Class - Required by MOU
06/20/02	5	9072A	CSW I	CSW II	P	Paired Class	Approved	06/28/02	Paired Class - Required by MOU

Hires-Approved	381
Hires-Denied	49
Promotions-Approved	115
Promotions-Denied	5
Total	550

Community & Senior Services (#26560)

04/04/02	1	8243F		SPW	H	Provides direct client services	Approved	04/16/02	Critical need - provides direct client services
04/04/02	4	8242F		Student Worker	H	Provides direct client services	Approved	04/16/02	Critical need - provides direct client services
04/04/02	1	8190A	CSA I	CSA II	P	Provides critical administrative support	Approved	04/18/02	Critical need - provides essential administrative support
04/04/02	1	2535A	EDP Sup Analyst I	EDP Sup Analyst II	P	Provides critical technical support	Approved	04/18/02	Critical need - provides technical support for Dept's network infrastructure
04/04/02	1	1843A	DPA	Sr DPA	P	Provides technical support in HR unit	Denied	04/18/02	Not justified as mission critical
04/04/02	1	8242F		Student Worker	H	Provides clerical support	Denied	04/18/02	Not justified as mission critical
04/15/02	1	9051A	Social Worker Trainee	Social Worker	P	Paired Class	Approved	04/18/02	Paired class - Required by MOU
04/15/02	1	2214A		ITC	H	Provides direct client services	Approved	04/18/02	Critical need - provides direct client services
04/15/02	1	9051A		Social Worker	H	Provides direct client services	Approved	04/18/02	Critical need - provides direct client services
04/15/02	1	0648N	Accountant II	Accountant III	P	Provides administrative support	Denied	04/18/02	Not justified as mission critical
04/15/02	1	0578N		Account Clerk II	H	Provides critical technical support	Approved	04/18/02	Critical need - provides specialized technical support
04/15/02	1	0897A		Supvg AA II	H	Provides critical administrative support	Approved	04/18/02	Critical need - provides essential administrative support
04/22/02	1	8189A	CSA Aid	CSA I	P	Provides critical administrative support	Approved	04/23/02	Critical need - provides essential administrative support
04/24/02	1	1843A	DPA	Sr DPA	P	Provides sole technical expertise in HR unit	Denied	05/02/02	Not justified as mission critical
04/24/02	1	8242F		Student Worker	H	Provides clerical support	Denied	05/02/02	Not justified as mission critical
04/30/02	1	9051A		Social Worker	H	Provides direct client services	Approved	04/30/02	Critical need - provides direct client services
04/30/02	1	1140A	ITC	Sr Clerk	P	Provides specialized clerical support for AAS	Approved	05/02/02	Critical need - provides specialized critical support
04/30/02	1	1002A		ASM I	H	Provides critical administrative support	Approved	05/02/02	Critical need - provides essential administrative support
04/30/02	1	8242F		Student Worker	H	Provides critical clerical support	Approved	05/02/02	Critical need - provides essential clerical support
05/13/02	1	2214A	Intermediate Clerk	ITC	P	Provides critical clerical support for AAS	Approved	05/23/02	Critical need - provides essential clerical support
05/13/02	1	8189A	Staff Assistant II	CSA I	P	Provides critical administrative support	Approved	05/23/02	Critical need - provides administrative support for direct client staff
05/13/02	1	8190A	CSA I	CSA II	P	Provides critical audit expertise	Approved	05/23/02	Critical need - provides critical audit coordination and assistance

HIRING AND PROMOTION REQUESTS

Fiscal Year 2001- 02

4th Quarter (April - June 2002)

DEPARTMENTAL REQUEST						CAO DISPOSITION		
Date Requested	No. of Positions Requested	Item# Sub No	Classification From	Classification To	Hires/Promotion	Justification	Approved/Denied	Reason for Approval/Denial
Community & Senior Services (#26560) continued								
05/23/02	1	8243F	Student Worker	SPW	P	Provides critical technical assistance for WIA programs	Approved	06/07/02 Critical need - provides essential clerical support
05/23/02	1	2590A		DSA I	H	Provides critical technical assistance in IT services	Approved	06/07/02 Critical need - provides specialized critical support
05/23/02	1	8243F		SPW	H	Provides critical clerical support for Youth programs	Approved	06/07/02 Critical need - provides essential clerical support
05/23/02	1	1002N		ASM I	H	Provides specialized technical assistance in HR	Approved	06/07/02 Critical need - provides specialized critical support
06/03/02	1	9051A		Social Worker	H	Provides direct client services	Approved	06/12/02 Critical need - provides direct client services
06/05/02	1	9051A		Social Worker	H	Provides direct client services	Approved	06/12/02 Critical need - provides direct client services
06/05/02	1	8189A	CSA Aide	CSA I	P	Provides specialized accounting assistance	Approved	06/20/02 Critical need - provides specialized critical support
06/05/02	1	8190A	CSA I	CSA II	P	Provides technical assistance in GROW program	Approved	06/20/02 Critical need - provides specialized critical support
06/05/02	2	8243F		SPW	H	Provides critical clerical support	Approved	06/20/02 Critical need - provides essential clerical support
06/05/02	1	8194A	Project Supvr	Program Mgr, CSS	P	Manages GROW & Refugee programs	Approved	06/20/02 Critical need - provides essential management support
06/17/02	1	9051A		Social Worker	H	Provides direct client services	Approved	06/19/02 Critical need - provides direct client services
06/17/02	1	646A	Acctg Tech II	Accountant I	P	Provides specialized accounting assistance	Approved	06/21/02 Critical need - provides specialized critical support
06/19/02	1	8242F		Student Worker	H	Provides direct client services	Approved	06/24/02 Critical need - provides direct client services
06/19/02	1	8194A	Dep Affirm Action Offcr	Program Mgr, CSS	P	Manages CSBG & Dispute Resolution programs	Approved	09/05/02 Critical need - provides leadership & oversight of CSBG program
06/19/02	1	8194A	Com Ctr Dir II	Program Mgr, CSS	P	Manages Community Sr & Service Centers	Approved	09/05/02 Critical need - provides leadership & oversight of Svc & Sr Centers

Hires-Approved	22
Hires-Denied	2
Promotions-Approved	15
Promotions-Denied	2
Total	41

Coroner (#19150)

04/29/02	2	5411M		Physician Post Graduate (7)	H	Critical Health and Safety	Approved	05/09/02 Critical Health and Safety/Physicians hired for autopsy/Lab workload
05/10/02	1	4976A		Laboratory Assistant	H	Critical Health and Safety	Approved	05/11/02 Critical Health and Safety laboratory position for autopsies
05/21/02	1	2214A		ITC	H	Critical Health and Safety	Approved	05/30/02 Provides clerical support for critical health and safety functions
06/26/02	2	5477O		Physician Specialist	H	Critical Health and Safety	Approved	06/27/02 Critical Health and Safety/Physicians hired for autopsy/lab workload

Hires-Approved	6
Total	6

County Counsel (#11050)

05/20/02	1	09202A	Sr Law Clerk	Assoc County Counsel	P	Provides critical services to client departments	Approved	07/18/02 Critical need - revenue offset
05/20/02	1	02104A	Supvg LOSA	Sr Sec V	P	Provides critical services to outside agency	Approved	07/16/02 Critical need - revenue offset

2

Promotions-Approved	2
Total	2

District Attorney (#14030)

04/05/02	2	2591A	DSA I	DSA II	P	Critical to operations	Approved	05/22/02 Critical for the development and maintenance of systems in direct support of main mission priorities
04/05/02	4	2590A	Sr Systems Aid	DSA I	P	Critical to operations	Approved	05/22/02 Critical for the development and maintenance of systems in direct support of main mission priorities
04/05/02	1	2585A	LOSA I	Sr Systems Aid	P	Critical to operations	Approved	05/22/02 Critical for the development and maintenance of systems in direct support of main mission priorities
04/05/02	1	2216A		Sr Typist Clerk	H	Critical to operations	Approved	05/22/02 Critical for the development and maintenance of systems in direct support of main mission priorities
04/05/02	1	9272A		Deputy District Attorney	H	Critical to criminal prosecution	Approved	04/08/02 Critical to criminal prosecutions
04/05/02	1	1565N		Victim Svcs Rep I	H	Grant funded position	Approved	04/08/02 Funded by "OCJP" Grant
04/05/02	1	1566N	Victim Svcs Rep I	Victim Svcs Rep II	P	Grant funded position	Approved	04/08/02 Funded by "OCJP" Grant
04/05/02	1	8243F		SPW	H	Grant funded position	Approved	04/08/02 Funded by "OCJP" Grant
04/05/02	1	2214A		ITC	H	Critical to operations	Approved	04/08/02 Executive Office requires clerical support to handle heavy workload
04/05/02	2	2214N		ITC	H	Grant funded position	Approved	04/08/02 Funded by "OCJP" Grant
04/05/02	3	9272A		Deputy District Attorney	H	Critical to criminal prosecution	Approved	06/01/02 Critical to criminal prosecutions
04/05/02	12	9273A		Deputy District Attorney	H	Critical to criminal prosecution	Approved	06/01/02 Critical to criminal prosecutions
04/05/02	1	9274A		Deputy District Attorney	H	Critical to criminal prosecution	Approved	06/01/02 Critical to criminal prosecutions
04/08/02	1	8243F		SPW	H	Grant funded position	Approved	04/16/02 Funded by "OCJP" Grant

HIRING AND PROMOTION REQUESTS

Fiscal Year 2001- 02

4th Quarter (April - June 2002)

EMPLOYEE INFORMATION							ACTION DISPOSITION		
Date Requested	Requester	Sub No.	Classification From	Classification To	Promote	Justification	Approved/Denied	Approval/Denial	Reason for Approval/Denial

District Attorney (#14030) continued

04/12/02	1	1140A		Sr Clerk	H	Revenue offset	Approved	05/10/02	Revenue offset from indirect cost: grants and intradepartmental funds - workers comp, and auto and welfare fraud
04/25/02	1	0647A		Accountant II	H	Vacancy Ratio	Approved	05/10/02	66% vacancy ratio in unit - Cost Accounting Unit
04/25/02	1	0648A	Accountant II	Accountant III	P	Vacancy Ratio	Approved	05/10/02	66% vacancy ratio in unit - Cost Accounting Unit
04/26/02	1	1566N	Victim Svcs Rep I	Victim Svcs Rep II	P	Grant funded position	Approved	05/02/02	Funded by "OCJP" Grant
04/26/02	1	2214A		ITC	H	Vacancy Ratio	Approved	05/10/02	43% vacancy ratio in unit - Bureau of Specialized Prosecution
04/26/02	2	2214A	Intermediate Clerk	ITC	P	Critical to operations	Approved	05/10/02	Critical to clerical operations in the Bureau of Management and Budget, Staff Services Division
05/06/02	1	1140A	Intermediate Clerk	Sr Clerk	P	Critical to operations	Approved	05/22/02	Critical to support functions of the Human Resources Division
05/10/02	1	2118A	Mgmt Sec V	Sr Mgmt Sec V	P	Critical to operations	Approved	05/20/02	Critical to provide adequate support to the executive management of the District Attorney's Office
05/14/02	1	2168A	Sr LOSA	Supvg LOSA	P	Critical to operations	Denied	05/22/02	Position not vacant
05/22/02	1	0898A		Supvg AA III	H	Critical to operations	Approved	05/30/02	Critical to maintain effective management of revenue producing contracts and grants for the department
05/22/02	1	1217A	Witness Assistant I	Witness Assistant II	P	Critical to operations	Denied	05/29/02	No vacant budgeted position
06/11/02	1	8243F		SPW	H	Grant funded position	Approved	06/20/02	Funded by "OCJP" Grant
06/27/02	1	0897A	Supvg AA II	Supvg AA III	P	EEOC settlement	Approved	07/02/02	EEOC settlement

Hires-Approved	29
Promotions-Approved	15
Promotions-Denied	2
Total	46

Health Services/Antelope Valley Cluster(#60060)

04/29/02	1	4227A		Physician Specialist, MD	H	Critical need - Provides direct client services	Approved	06/04/02	Critical need
05/28/02	1	1399A	Intermediate Clerk	Medical Records Coder	P	Avoidance of additional cost	Approved	06/21/02	Revenue generating

Hires-Approved	1
Promotions-Approved	1
Total	2

Health Services/Coastal Cluster(#60020)

05/28/02	1	1399A		Medical Records Coder	H	Avoidance of additional cost	Approved	06/21/02	Revenue generating
05/28/02	1	1399A	Ambulance Driver	Medical Records Coder	P	Avoidance of additional cost	Approved	06/21/02	Revenue generating
05/28/02	1	1399A	Lic Voc Nurse I	Medical Records Coder	P	Avoidance of additional cost	Approved	06/21/02	Revenue generating

Hires-Approved	1
Promotions-Approved	2
Total	3

Health Services/Northeast Cluster (#60010)

05/28/02	1	1399A	Sr Clerk	Medical Records Coder	P	Avoidance of additional cost	Approved	06/21/02	Revenue generating
05/28/02	4	1399A	Intermediate Clerk	Medical Records Coder	P	Avoidance of additional cost	Approved	06/21/02	Revenue generating
05/28/02	1	1399A	Public Health Registrar	Medical Records Coder	P	Avoidance of additional cost	Approved	06/21/02	Revenue generating
05/28/02	1	1399A		Medical Records Coder	H	Avoidance of additional cost	Approved	06/21/02	Revenue generating
05/28/02	1	2214A		ITC	H	Critical need - Necessary to retain accreditation or licensing	Approved	06/21/02	Critical need
05/28/02	1	1138A	Intermediate Clerk		H	Critical need - Necessary to retain accreditation or licensing	Approved	06/21/02	Critical need

Hires-Approved	3
Promotions-Approved	6
Total	9

Health Services/San Fernando Valley Cluster (#60050)

05/28/02	1	1399A	ITC	Medical Record Coder	P	Avoidance of additional cost	Approved	06/21/02	Revenue generating
05/28/02	6	1399A	Intermediate Clerk	Medical Record Coder	P	Avoidance of additional cost	Approved	06/21/02	Revenue generating
05/28/02	1	1399A	Supervising Clerk	Medical Record Coder	P	Avoidance of additional cost	Approved	06/21/02	Revenue generating

Promotions-Approved	8
Total	8

HIRING AND PROMOTION REQUESTS

Fiscal Year 2001- 02

4th Quarter (April - June 2002)

PROMOTIONAL REQUEST							DISPOSITION		
Date Requested	Position Requested	Item # Sub No	Classification From	Classification To	P=Promote	Justification	Decision	Date	Reason for Approval/Denial

Health Services/Southwest Cluster (#60030)

05/28/02	1	1136A		Clerk	H	Critical need - Provides direct client services	Approved	06/21/02	Critical need
05/28/02	1	1399A	Patient Resource Wkr	Medical Records Coder	P	Avoidance of additional cost	Approved	06/21/02	Revenue generating
05/28/02	1	1399A	Institutional Helper	Medical Records Coder	P	Avoidance of additional cost	Approved	06/21/02	Revenue generating

Hires-Approved	1
Promotions-Approved	2
Total	3

Health Services/Health Services Administration (#20000)

04/10/02	1	4591A	Chief, Inspection & Audit	Chief, Audit & Compliance	P	Reclassification	Approved	04/23/02	Reclassification
05/01/02	1	4585A	Finance Mgr	Chief Financial Mgmt	P	Meets qualifications	Denied	05/23/02	Critical need not demonstrated by Department
05/23/02	1	4118A	Staff Analyst	Chief, Facilities Planning, Hlth	P	High vacancy rate	Approved	07/17/02	Critical need

Promotions-Approved	2
Promotions-Denied	1
Total	3

Health Services/Public Health Programs (#23450)

04/04/02	1	5480A	Chief Physician I, MD	Chief Physician II, MD	P	Critical need - Provides direct client services	Denied	04/22/02	No budgeted, vacant position
04/05/02	1	5478A	Physician Specialist, MD	Sr Physician, MD	P	Critical need - Provides direct client services	Approved	04/17/02	Critical need
05/28/02	1	1272A		Public Health Registrar	H	Critical need - Necessary to retain accreditation or licensing	Approved	06/21/02	Critical need
06/18/02	1	5479A	Physician Specialist, MD	Chief Physician I, MD	P	Critical need - Provides direct client services	Approved	07/18/02	Critical need
06/28/02	1	8243F		SPW	H	Revenue offset - grant funded	Approved	07/01/02	Revenue offset

Hires-Approved	2
Promotions-Approved	2
Promotions-Denied	1
Total	5

Human Resources (#11201)

03/06/02	3	n/a		Student Interns	H	New LACGSIP Program	Denied	04/22/02	Non-critical - no revenue
03/06/02	1	02214A		ITC	H	Training Academy support	Denied	04/22/02	Non-critical - no revenue
03/06/02	1	01912A		Human Res Analyst III	H	Workload issue	Denied	04/22/02	Non-critical - no revenue
03/06/02	1	01912A	TBD	Human Res Analyst III	P	New contracting requirements	Denied	04/22/02	Non-critical - no revenue
03/06/02	1	02590A	Intermediate Clerk	DSA I	P	Critical I/T support	Approved	04/22/02	Critical vacancy
03/06/02	1	01890A		Personnel Assistant	P	Critical need	Approved	04/22/02	Critical vacancy
03/06/02	1	02100A	ITC	Sr Sec I	P	Administrative services	Approved	04/22/02	Critical vacancy
04/11/02	1	01912F		HR Analyst III	H	Assist DCFS	Approved	04/19/02	Assist DCFS - revenue offset
04/11/02	2	01913F		HR Analyst IV	H	Assist DCFS	Approved	04/19/02	Assist DCFS - revenue offset
04/12/02	1	01289F		Exam Proctor	H	Assist DCFS	Approved	04/19/02	Assist DCFS - revenue offset
05/02/02	1	01914F		Principal Analyst	H	Assist DCFS	Approved	05/06/02	Assist DCFS - revenue offset

TBD - To be determined

Hires-Approved	5
Hires-Denied	5
Promotions-Approved	3
Promotions-Denied	1
Total	14

Internal Services Department (#13100)

04/04/02	1	1081F		Admin Mgr XII, ISD	H	120 day retiree for Special Project	Approved	04/19/02	Critical project for Fire/Sheriff radio communications systems
04/04/02	2	0889A	AA II	AA III	P	Receiving out-of-class bonus	Approved	04/19/02	Retain highly trained staff
04/08/02	1	1082A	Section Mgr Fac Ops	Admin Mgr XIII, ISD	P	Div Mgr over critical maintenance operations	Approved	04/19/02	Key supervisory position
04/10/02	1	3725A		Comm Svcs Analyst	H	Critical to meet department's main mission	Approved	04/19/02	Per MOU between CAO and ISD
04/10/02	1	1080F		Admin Mgr XI, ISD	H	120 day retiree for Special Project	Approved	04/19/02	Completion of employee appraisal of promotability ratings
04/16/02	1	2216A	ITC	Sr TC	P	Resolve incorrect billings from telephone vendors	Approved	04/19/02	Cost avoidance
04/16/02	3	6349A		Helper, Electrical	H	Critical to meet department's main mission	Approved	04/19/02	Per MOU between CAO and ISD
04/16/02	4	3528A		Telecom Sys Engr	H	Critical to meet department's main mission	Approved	04/19/02	Per MOU between CAO and ISD
04/16/02	1	3160A		DSA I	H	Critical to meet department's main mission	Approved	04/19/02	Per MOU between CAO and ISD
04/18/02	2	6527A		Digital Systems Tech	H	Critical to meet department's main mission	Approved	04/19/02	Per MOU between CAO and ISD

HIRING AND PROMOTION REQUESTS

Fiscal Year 2001- 02

4th Quarter (April - June 2002)

DEPARTMENTAL REQUEST							CAO DISPOSITION	
Date Requested	No. of Positions Requested	Item & Sub No	Classification From	Classification To	H=Hire P=Promote	Justification	Approved/Denied	Reason for Approval/Denial

Internal Services Department (#13100) continued

04/18/02	1	6471A		Electrician	H	Critical to meet department's main mission	Approved	04/19/02	Per MOU between CAO and ISD
04/18/02	8	6540A		Elevator Mech	H	Critical to meet department's main mission	Approved	04/19/02	Per MOU between CAO and ISD
04/18/02	1	2568A		Info Tech Spec, ISD	H	Critical to meet department's main mission	Approved	04/19/02	Per MOU between CAO and ISD
04/25/02	2	2584A	TBD	Systems Aid	P	Vacancy	Denied	04/30/02	Lack of justification
04/25/02	1	2096A	TBD	Sec III	P	Vacancy	Denied	04/30/02	Lack of justification
04/25/02	1	1176A	TBD	Intermediate Supvg Clerk	P	Vacancy	Denied	04/30/02	Lack of justification
05/08/02	1	6527A		Digital Systems Tech	H	Critical to meet department's main mission	Approved	05/21/02	Per MOU between CAO and ISD
05/08/02	1	2526A		EDP Prin Prog Analyst	H	Critical to meet department's main mission	Approved	05/21/02	Per MOU between CAO and ISD
05/08/02	1	6541A		Elec Comm Tech	H	Critical to meet department's main mission	Approved	05/21/02	Per MOU between CAO and ISD
05/08/02	1	2551F		EDP Sr Sys Prog	H	Critical to meet department's main mission	Approved	05/21/02	Per MOU between CAO and ISD
05/08/02	1	6541F		Elec Comm Tech	H	Critical to meet department's main mission	Approved	05/21/02	Per MOU between CAO and ISD
05/23/02	2	2214A		Intermediate TC	H	Replace temporary staff	Approved	06/21/02	To meet workload demands
05/29/02	11	6601A		Const & Repair Laborer	H	Comply with Board motion	Approved	06/05/02	Comply with Board motion
06/06/02	1	6541A		Elec Comm Tech	H	Critical to meet department's main mission	Approved	06/18/02	Per MOU between CAO and ISD
06/06/02	1	4227A	Window Washer	Contract Monitor	P	Critical to meet department's main mission	Approved	06/18/02	Per MOU between CAO and ISD
06/06/02	2	6480A	Electrician	Electrician Sup	P	Critical to meet department's main mission	Approved	06/18/02	Per MOU between CAO and ISD
06/06/02	1	6477A	Electrician	Electrician Wkg Supvr	P	Critical to meet department's main mission	Approved	06/18/02	Per MOU between CAO and ISD
06/06/02	1	7523A	Millwright	Millwright Wkg Supvr	P	Critical to meet department's main mission	Approved	06/18/02	Per MOU between CAO and ISD
06/06/02	1	6120A	Welder Fitter	Welder Fitter Wkg Supvr	P	Critical to meet department's main mission	Approved	06/18/02	Per MOU between CAO and ISD
06/13/02	1	6541A		Elec Comm Tech	H	Critical to meet department's main mission	Approved	06/18/02	Per MOU between CAO and ISD
06/13/02	2	2492A	Computer Sys Oper	Computer Oper Spec	P	Critical to meet department's main mission	Approved	06/18/02	Per MOU between CAO and ISD
06/13/02	2	2521A	EDP Prog Analyst I	EDP Prog Analyst II	P	Critical to meet department's main mission	Approved	06/18/02	Per MOU between CAO and ISD
06/13/02	1	6455A	Sr Elec Com Tech	Elec Com Tech Supvr	P	Critical to meet department's main mission	Approved	06/18/02	Per MOU between CAO and ISD
06/13/02	1	3528A	Elec Com Tech	Telecom Sys Engr	P	Critical to meet department's main mission	Approved	06/18/02	Per MOU between CAO and ISD
06/13/02	1	2261A	Purch & Contract Analyst I	Purch & Contract Analyst II	P	Critical to meet department's main mission	Approved	06/18/02	Per MOU between CAO and ISD
06/13/02	4	6542A	Elec Com Tech	Sr Elec Com Tech	P	Critical to meet department's main mission	Approved	06/18/02	Per MOU between CAO and ISD
06/20/02	2	6026A	Cnty Msngr Dvr Temp	County Messenger Driver	P	Critical to meet department's main mission	Approved	06/25/02	Per MOU between CAO and ISD
06/20/02	1	3531A	Sr Telecom Sys Eng	Telecom Sys Cnslt Eng	P	Critical to meet department's main mission	Approved	06/25/02	Per MOU between CAO and ISD
06/20/02	2	6026A		County Messenger Driver	H	Critical to meet department's main mission	Denied	06/25/02	Exceeds MOU guidelines
06/20/02	2	6349A		Helper, Electrical	H	Critical to meet department's main mission	Approved	06/25/02	Per MOU between CAO and ISD
06/20/02	3	2534A	Sr Systems Aid	EDP Sup Analyst I	P	Critical to meet department's main mission	Approved	06/25/02	Per MOU between CAO and ISD
06/20/02	1	2344A	Inventory Control Asst I	Procurement Asst I	P	Critical to meet department's main mission	Approved	06/25/02	Per MOU between CAO and ISD
06/20/02	2	2346A	Procurement Asst I	Procurement Asst II	P	Critical to meet department's main mission	Approved	06/25/02	Per MOU between CAO and ISD

TBD - To be determined

Hires-Approved	45
Hires-Denied	2
Promotions-Approved	30
Promotions-Denied	4
Total	81

MacLaren Children's Center (#26300)

04/02/02	2	8661A		Group Supvr Nights	H	Health & Safety of minor residents-Direct Care/Supervision	Approved	04/11/02	Health & Safety of minor residents-Direct Care/Supervision
04/05/02	1	9074A	CSW III	SCSW	P	Health & Safety of minor residents-Direct Care/Supervision	Approved	04/16/02	Health & Safety of minor residents-Direct Care/Supervision
04/12/02	1	2097A	Sec II	Sec IV	P	Health & Safety of minor residents-Clerical Support	Approved	04/29/02	Health & Safety of minor residents-Clerical Support
04/23/02	1	8661A		Group Supvr Nights	H	Health & Safety of minor residents-Direct Care/Supervision	Approved	05/01/02	Health & Safety of minor residents-Direct Care/Supervision
05/01/02	3	6411A		Food Service Worker	H	Health & Safety of minor residents-Meal Preparation	Approved	05/14/02	Health & Safety of minor residents-Meal Preparation
05/01/02	1	6411A	Food Service Wkr (N)	Food Service Worker	P	Health & Safety of minor residents-Meal Preparation	Approved	05/14/02	Health & Safety of minor residents-Meal Preparation
05/06/02	2	2095A	ITC	Sec II	P	Health & Safety of minor residents-Clerical Support	Approved	05/21/02	Health & Safety of minor residents-Clerical Support
05/07/02	1	8661A		Group Supvr Nights	H	Health & Safety of minor residents-Direct Care/Supervision	Approved	05/21/02	Health & Safety of minor residents-Direct Care/Supervision
05/14/02	1	6396A		Cook	H	Health & Safety of minor residents-Meal Preparation	Approved	05/21/02	Health & Safety of minor residents-Meal Preparation
05/14/02	2	8661A		Group Supvr Nights	H	Health & Safety of minor residents-Direct Care/Supervision	Approved	05/24/02	Health & Safety of minor residents-Direct Care/Supervision
05/23/02	1	8661A		Group Supvr Nights	H	Health & Safety of minor residents-Direct Care/Supervision	Approved	06/03/02	Health & Safety of minor residents-Direct Care/Supervision
05/23/02	2	8661C		Group Supvr Nights	H	Health & Safety of minor residents-Direct Care/Supervision	Approved	06/03/02	Health & Safety of minor residents-Direct Care/Supervision
05/24/02	2	6411C		Food Service Worker	H	Health & Safety of minor residents- Meal Preparation	Approved	06/12/02	Health & Safety of minor residents- Meal Preparation
05/24/02	1	8997A	Group Supvr II	Transportation Worker	P	Health & Safety of minor residents-Direct Care/Supervision	Approved	06/20/02	Health & Safety of minor residents-Direct Care/Supervision
05/28/02	1	9086A	TBD	CSA I	P	Health & Safety of minor residents-Training Coordinator	Approved	06/12/02	Health & Safety of minor residents-Training Coordinator
05/28/02	1	9074A	CSW III	SCSW	P	Health & Safety of minor residents-Direct Care/Supervision	Approved	06/12/02	Health & Safety of minor residents-Direct Care/Supervision
06/12/02	1	9108A		Division Chief	H	Health & Safety of minor residents- Administration	Approved	07/01/02	Health & Safety of minor residents- Administration

TBD - To be determined

HIRING AND PROMOTION REQUESTS
Fiscal Year 2001- 02
4th Quarter (April - June 2002)

EMPLOYMENT REQUEST							CAO DISPOSITION		
Date Requested	Position Requested	Salary S&EB No.	Classification From	Classification To	H/P Hire/Promote	Justification	Approved/Denied	Approval/Denial	Reason for Approval/Denial

MacLaren Children's Center (#26300) continued

Hires-Approved	16
Promotions-Approved	8
Total	24

Mental Health (#20500)

04/26/02	1	5471F		Consulting Specialist, MD	H	Provides direct client services	Approved	05/01/02	Critical need - provides direct client services
05/02/02	1	9001A		Medical Case Worker I	H	Provides direct client services	Approved	05/02/02	Critical need - provides direct client services
05/15/02	1	8243F		SPW	H	Participant in the Human Services Academy	Approved	05/17/02	Participant in the Human Services Academy
05/15/02	1	8242F		Student Worker	H	Participant in the Human Services Academy	Approved	05/17/02	Participant in the Human Services Academy
05/15/02	2	9035A	Psych Social Wkr I	Psych Social Wkr II	P	Provides direct client services	Denied	05/17/02	Request to fill position denied due to potential impact of State Budget
05/15/02	1	2214A		ITC	H	Provides clerical support for Juvenile Justice	Approved	05/17/02	Critical need - provides clerical support for Juvenile Justice
05/15/02	1	8592A		Rehabilitation Counselor	H	Provides clinical assessment	Approved	05/17/02	Critical need - provides clinical assessment
05/15/02	1	8709A		MH Education Consultant	H	Provides direct client services	Approved	05/21/02	Critical need - provides direct client services
05/15/02	1	8697A		Clinical Psychologist II	H	Provides direct client services	Approved	05/21/02	Critical need - provides direct client services
05/15/02	1	4735A		MH Psychiatrist	H	Provides direct client services	Approved	05/21/02	Critical need - provides direct client services
05/16/02	1	8148A		MH Svcs Coordinator I	H	Provides clinical assessment	Approved	05/17/02	Critical need - provides clinical assessment
05/22/02	1	9002A	Medical Case Worker I	Medical Case Wkr II	P	Provides direct client services	Denied	05/28/02	Request to fill position denied due to potential impact of State Budget
05/23/02	1	5478A	Physician Specialist, MD	Sr Physician, MD	P	Provides direct client services	Approved	05/28/02	Critical need - provides direct client services
05/29/02	4	4735A		MH Psychiatrist	H	Provides direct client services	Approved	06/03/02	Critical need - provides direct client services
05/29/02	1	9035A	Psych Social Wkr I	Psych Social Wkr II	P	Provides direct client services	Denied	06/03/02	Request to fill position denied due to potential impact of State Budget
05/29/02	1	8697A		Clinical Psychologist II	H	Provides direct client services	Approved	06/03/02	Critical need - provides direct client services
06/04/02	1	8103A	SPW	Community Worker	P	Provides direct client services	Approved	06/05/02	Critical need - provides direct client services
06/04/02	1	9034A		Psych Social Wkr I	H	Provides direct client services	Approved	06/05/02	Critical need - provides direct client services
06/13/02	1	4735A		MH Psychiatrist	H	Provides direct client services	Approved	06/19/02	Critical need - provides direct client services
06/24/02	1	4735A	Clinical Psychologist II	MH Psychiatrist	P	Provides direct client services	Approved	06/28/02	Critical need - provides direct client services
06/24/02	1	4735A		MH Psychiatrist	H	Provides direct client services	Approved	06/28/02	Critical need - provides direct client services
06/25/02	1	9001A		Medical Case Worker I	H	Provides direct client services	Approved	07/03/02	Critical need - provides direct client services
06/25/02	1	9035A		Psych Social Wkr II	H	Provides direct client services	Approved	07/03/02	Critical need - provides direct client services
06/25/02	1	4735A		MH Psychiatrist	H	Provides direct client services	Approved	07/03/02	Critical need - provides direct client services

Hires-Approved	21
Promotions-Approved	3
Promotions-Denied	4
Total	28

Military & Veterans Affairs (#26500)

02/19/02	1	2214A		ITC	H	Backfill a recently vacated position	Denied	04/19/02	General concerns of over-expenditure in S&EB as a result of over-expenditures in overtime
02/19/02	1	0887A		AA I	H	Critical need for support in the Admin Division	Approved	04/19/02	Critical need for support in the under-staffed Administrative Division

Hires-Approved	1
Hires-Denied	1
Total	2

Museum of Art (#28250)

03/27/02	1	7760A	Refrigeration Mechanic	Steam & Refrigeration	P	Backfill a recently vacated position	Approved	04/17/02	Revenue offset - no impact on County general fund
06/21/02	1	9366F		Painter, Temporary as needed	H	Enable the Dept to control overtime expenses by utilizing temporary trades people to assist with the installation and demolition of exhibits	Approved	06/28/02	Revenue offset - no impact on County general fund
06/21/02	1	9353F		Carpenter, Temporary as needed	H	Enable the Dept to control overtime expenses by utilizing temporary trades people to assist with the installation and demolition of exhibits	Approved	06/28/02	Revenue offset - no impact on County general fund

Hires-Approved	2
Promotions-Approved	1
Total	3

HIRING AND PROMOTION REQUESTS

Fiscal Year 2001-02

4th Quarter (April - June 2002)

HIRING AND PROMOTION REQUESTS							DISPOSITION		
Date Requested	Requester	Sub No.	Classification from	Classification to	Response	Justification	Decision	Date	Reason for Approval/Denial

Office of Public Safety (#16280)

06/24/02	2	1140A		Sr Clerk	H	Contract Monitoring Unit is understaffed - excess overtime	Approved	07/22/02	Critical need - provides essential administrative support to the Contracts Monitoring Unit
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Hires-Approved	2
Total	2

Parks and Recreation (#27640)

12/06/01	1	2595A		Data Systems Supvr I	H	To provide website/technical maintenance and assistance	Approved	04/09/02	Implementation of management audit recommendation
12/06/01	1	2591A		DSA II	H	To provide website/technical maintenance and assistance	Approved	04/09/02	Implementation of management audit recommendation
02/20/02	1	6480A	Electrician	Electrician Supervisor	P	Receiving an out-of-class bonus	Denied	03/29/02	Not critical
02/20/02	1	6619A	Grounds Maint Wkr I	General Maint Wkr	P	East Agency vacancy	Denied	03/29/02	Not critical
02/20/02	1	0352A	Grounds Maint Wkr I, Temp	Grounds Maint Wkr I, Perm	P	South Grounds Maint Travel Crew vacancy	Denied	03/29/02	Not critical
02/20/02	1	0354A	Grounds Maint Wkr I	Grounds Maint Wkr II	P	East Agency vacancy	Denied	03/29/02	Not critical
02/20/02	1	7268A	Refuse Truck Driver	Irrig & Lawn Sprinkler Filter	P	Irrigation maintenance in the Altadena/La Canada areas	Denied	03/29/02	Not critical
02/20/02	1	2216A	Intermediate Clerk	Sr Typist Clerk	P	Administrative support at Hart Park	Denied	03/29/02	Not critical
02/20/02	1	2216A	Intermediate Clerk	Sr Typist Clerk	P	Administrative support in North Agency	Denied	03/29/02	Not critical
02/20/02	1	0907A	Procurement Aid	Staff Assistant I	P	Administrative support at Whittier Narrows	Denied	03/29/02	Not critical
02/20/02	1	0907A	Intermediate Cashier	Staff Assistant I	P	Administrative support at the Arboretum	Denied	03/29/02	Not critical
02/20/02	1	8800N	Rec Svcs Supvr	Rec Svcs Mgr (N)	P	Schiff-Cardenas program in East Agency	Denied	03/29/02	Not critical
02/26/02	1	8773A	Principal Facility Mgr	Reg Operation Mgr	P	Responsible for the Project Management Division of the Capital Projects Agency	Approved	05/23/02	Critical need - responsible for the preparation of facilities programs, design consultant contract administration and management
03/06/02	1	0889A		AA III	H	Critical to perform mandated management duties associated with the Fiscal Audit	Approved	04/03/02	Critical to implement fiscal audit recommendations
03/06/02	1	0889A		AA III	H	Management Services Division support	Denied	04/03/02	Not critical
03/06/02	1	0907A	Sr Cashier	Staff Assistant I	P	Position needed to perform critical admin functions	Approved	04/03/02	Position needed to perform various critical admin functions
03/20/02	1	1772A		Marketing Analyst	H	Management audit recommendation	Approved	04/09/02	To comply with management audit recommendation - grant writer
03/20/02	1	1772A		Marketing Analyst	H	To perform a variety of important marketing functions	Denied	04/09/02	Denied for future consideration
03/20/02	1	0889A		AA III	H	Position needed to seek grant funds from Federal, State and private sources	Approved	04/09/02	Position needed to pursue a variety of grant opportunities
03/20/02	1	0889A		AA III	H	Position needed to seek grant funds from Federal, State and private sources	Denied	04/09/02	Duplicate request
03/20/02	2	1849A		Sr DPT	H	To be used for Early Return-to-Work Program	Approved	04/09/02	To help mitigate Worker's Compensation cost and reduce potential litigation from Worker's Compensation Claims
03/20/02	1	2521A		EDP Prog Analyst II	H	To be used for technical support	Denied	04/09/02	Item not allocated to department
03/25/02	106	1251H		Cashier-Clerk	H	Summer Seasonal Hires	Approved	04/09/02	Summer Seasonal Hires
03/25/02	22	9306F		Custodian, NC	H	Summer Seasonal Hires	Approved	04/09/02	Summer Seasonal Hires
03/25/02	64	0352F		Ground Maint Wkr I	H	Summer Seasonal Hires	Approved	04/09/02	Summer Seasonal Hires
03/25/02	50	2948H		Lake Lifeguard	H	Summer Seasonal Hires	Approved	04/09/02	Summer Seasonal Hires
03/25/02	49	8737F		Locker Rm Attendant	H	Summer Seasonal Hires	Approved	04/09/02	Summer Seasonal Hires
03/25/02	92	2964H		Pool Lifeguard	H	Summer Seasonal Hires	Approved	04/09/02	Summer Seasonal Hires
03/25/02	11	2966H		Pool Mgr	H	Summer Seasonal Hires	Approved	04/09/02	Summer Seasonal Hires
03/25/02	207	8796H		Rec Svcs Leader	H	Summer Seasonal Hires	Approved	04/09/02	Summer Seasonal Hires
03/25/02	2	2949H		Sr Lake Lifeguard	H	Summer Seasonal Hires	Approved	04/09/02	Summer Seasonal Hires
03/25/02	19	2965H		Sr Pool Lifeguard	H	Summer Seasonal Hires	Approved	04/09/02	Summer Seasonal Hires
03/25/02	12	8243F		SPW	H	Summer Seasonal Hires	Approved	04/09/02	Summer Seasonal Hires
03/25/02	2	8242F		Student Worker	H	Summer Seasonal Hires	Approved	04/09/02	Summer Seasonal Hires
04/11/02	1	0889A		AA III	H	Fill vacancy created by promotion of other employee	Approved	04/30/02	Vacancy needed for processing Prop A reimbursement claims
04/11/02	1	0888A		AA II	H	Performs revenue assessments, process and track grants and payment requests	Approved	04/30/02	Performs revenue assessments, process and track grants and payment requests - revenue offset
04/11/02	1	4108A		Deptl Facility Planner I	H	Coordinates planning, development, and management of building and alteration capital projects	Approved	04/30/02	Critical need - to coordinate planning, development, and management of building and alteration capital projects - 53% revenue offset

HIRING AND PROMOTION REQUESTS

Fiscal Year 2001- 02

4th Quarter (April - June 2002)

DEPARTMENTAL REQUEST							CNO DISPOSITION		
Date Requested	No. of Positions Requested	Name/ Sub No	Classification From	Classification To	To Hire/Promote	Justification	Approved/Denied	Approval/Denial	Reason for Approval/Denial
Parks and Recreation (#27640) continued									
04/29/02	1	8798N		Rec Svcs Supvr	H	To fill vacancy, funded by Schiff-Cardenas program	Approved	04/30/02	To fill vacancy funded by Schiff-Cardenas program
04/29/02	1	8800N	Rec Svcs Supvr	Rec Svcs Mgr	P	Manages and oversees the operation of the Schiff-Cardenas grant funded program	Approved	04/30/02	Manages and oversees the operation of grant funded program /funded by Schiff-Cardenas Grant
04/29/02	1	0578A		Account Clerk II	H	Generates & distribute all monthly CAPS reports	Approved	05/13/02	Needed for expenditure documents, internal vouchers and processing all revenue and intra-fund transfers
04/29/02	1	0648A		Accountant III	H	Provides critical accounting functions that directly affect the operation and performance of the Department	Approved	05/13/02	Required to backfill vacancy over the Special Fund Unit as the incumbent is transferring to the Regional Park and Open Space District (RPOSD)
04/29/02	1	0643A		Acctg Tech II	H	Responsible for revenue accruals, preparing journal and revenue vouchers	Approved	05/13/02	Responsible for revenue accruals, preparing journal and revenue vouchers
04/29/02	1	0647A		Accountant II	H	RPOSD Prop A Grant documentation review and reporting	Approved	05/13/02	RPOSD Prop A Grant documentation review and reporting 100% revenue offset
05/07/02	1	8773A	Regional Park Supvr II	Reg Operation Mgr	P	Supervise various divisions in the East Agency, including Construction, Grounds Maintenance and Recreation	Approved	05/28/02	Supervise various divisions in the East Agency, including Construction, Grounds Maintenance and Recreation
05/16/02	1	1004A	Special Assistant	ASM III	P	Critical management vacancy over the Contract Management/Golf Division	Approved	05/23/02	Oversee the Contract Management/Golf Division's service and revenue contracts
05/16/02	1	1004A	ASM II	ASM III	P	Critical management vacancy over the Human Resources Division	Approved	05/23/02	Critical management vacancy over the Human Resources Division
05/29/02	1	0398A		Agric Chem Sprayer	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	1	8845A		Asst Reg Grounds Maint Supvr	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	1	6619A		General Maint Wkr	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	2	6625A		General Maint Supvr	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	10	0352A		Grounds Maint Wkr I	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	10	0354A		Grounds Maint Wkr II	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	1	0344A		Plant Nursery Wkr	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	1	7365A		Utility Tractor Operator	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	1	6326A		Cement & Concrete Wkr	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	1	6480A		Electrician Supvr	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	1	7268A		Irrig & Lawn Sprinkler Filter	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	1	7269A		Plumber	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	1	6290A		Roofer	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	1	1254A		Intermediate Cashier	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	1	2559A		Lake Aquatics Mgr	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	3	8796A		Rec Svcs Leader	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	3	8798A		Rec Svcs Leader	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	1	1255A		Sr Cashier	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	1	8595A		Crew Instructor	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	1	7433A		Power Equip Mechanic	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	1	2122A		Exec Sec III	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	1	2109A		Mgmt Sec III	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	1	2116A		Sr Mgmt Sec III	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	1	0889A		AA III	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	1	0888A		AA II	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	1	1003A		ASM II	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	1	8836A		Reg Park Super I	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	1	1140A		Sr Clerk	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	1	2216A		Sr Typist Clerk	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	2	0913A		Staff Assistant II	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	1	1331A		Payroll Clerk I	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	2	2331A		Warehouse Wkr I	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	1	0889A		AA III	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
05/29/02	2	8243F		SPW	H	Critical departmental needs	Approved	05/31/02	Critical departmental needs
06/03/02	1	8847A	Asst Reg Grounds Maint Supvr	Reg Grounds Maint Supvr	P	Directs all grounds maintenance operations and custodial services at 37 community parks and public grounds in the South region	Approved	06/11/02	Directs all grounds maintenance operations and custodial services at 37 community parks and public grounds in the South region
06/10/02	1	0889A	AA II	AA III	P	Performs various critical budget analyst duties at the level of an AA III	Approved	06/20/02	Receiving out-of-class bonus for his duties as an AA III

HIRING AND PROMOTION REQUESTS

Fiscal Year 2001- 02

4th Quarter (April - June 2002)

DEPARTMENTAL REQUEST							CAO DISPOSITION		
Date Requested	No. of Positions Requested	Item # Sub No	Classification From	Classification To	Hires P-Promote	Justification	Approved Denied	Date of Approval/Denial	Reason for Approval/Denial

Parks and Recreation (#27640) continued

Hires-Approved	711
Hires-Denied	4
Promotions-Approved	8
Promotions-Denied	10
Total	733

Probation (#17000)

04/19/02	1	1179A		Head Clerk	H	Vacancy ratio	Approved	08/12/02	100% vacancy ratio in unit - Barry J Nidorf Juvenile Hall
04/19/02	3	2214A		ITC	H	Vacancy ratio	Denied	08/12/02	19% vacancy ratio in unit - Intake and Detention Control
04/19/02	1	2214A		ITC	H	Vacancy ratio	Approved	08/12/02	42% vacancy ratio in unit - Rio Hondo Area Office
04/19/02	1	2096A		Sec III	H	Revenue offset - Grant funded	Approved	08/12/02	Grant funded position - Challenge Grant Program
04/19/02	1	8243F		SPW	H	Vacancy ratio	Approved	08/12/02	100% vacancy ratio in unit - Safety Emergency Preparedness
04/19/02	1	2201A		Transcriber Typist	H	Vacancy ratio	Approved	08/12/02	66% vacancy ratio in unit - Camp Scudder
04/19/02	2	8670N		Investigator Aide	H	Revenue offset - Grant funded	Approved	05/02/02	Grant funded position - Proposition 36
04/22/02	1	8641N		Supvg Prog Analyst	H	Revenue offset - Grant funded	Approved	04/24/02	Grant funded position - Schiff-Cardenas
04/25/02	1	8670N		Account Clerk II	H	Revenue generating unit	Approved	05/29/02	Revenue generating unit - Collections
04/25/02	1	8024A		Camp Services Mgr	H	Vacancy ratio	Approved	08/12/02	100% vacancy ratio in unit - Ancillary Support Services
04/25/02	2	2214A		ITC	H	Vacancy will result in a reduction in services provided to the Court	Denied	08/12/02	Non-critical
04/25/02	3	2214A		ITC	H	Vacancy Ratio	Approved	08/12/02	Processes statement of loss forms related to victims receiving restitution payments from probationers
05/03/02	1	1535A		Financial Evaluator	H	Vacancy will result in a reduction in services provided to the Court	Approved	08/12/02	Reviews and process restitutions and court-ordered restitutions
05/03/02	1	1138A		Intermediate Clerk	H	Vacancy ratio	Approved	08/12/02	50% vacancy ratio in unit - Central Adult Investigations
05/03/02	3	2214A		ITC	H	Vacancy ratio	Denied	08/12/02	Non-critical
05/03/02	5	2214A		ITC	H	Vacancy ratio	Approved	08/12/02	33% vacancy ratio in unit - Pretrial Services - Own Recognizance
05/03/02	1	2216A	ITC	Sr Typist Clerk	P	Vacancy will result in a reduction in services provided to the Court	Approved	08/12/02	Sole supervisory staff in unit - Intake and Detention Control
05/03/02	1	2219A		Supvg Typist Clerk	H	Vacancy ratio	Approved	08/12/02	100% vacancy ratio in unit - Central Adult Investigations
05/09/02	1	1536A		Sr Financial Evaluator	H	Revenue generating unit	Approved	05/29/02	Revenue generating unit - Collections
05/09/02	5	2214A		ITC	H	Revenue offset - Grant funded	Approved	05/29/02	Grant funded position - Proposition 36
05/09/02	2	6774A	Laundry Worker	Custodian	P	Cost Avoidance/Vacancy will result in an increase in costs - Overtime	Approved	08/12/02	Custodial Services
05/09/02	2	6619A		Gen Maint Wkr	H	Vacancy ratio	Approved	08/12/02	66% vacancy ratio in unit - General building maintenance
05/09/02	1	6763A		Institutional Helper	H	Vacancy ratio	Approved	08/12/02	100% vacancy ratio in unit - Light physical labor - Challenger
05/09/02	1	6766A	Custodian	Institutional Laborer	P	Cost Avoidance/Vacancy will result in an increase in costs - Overtime	Denied	08/12/02	Non-critical
05/09/02	2	6766A	Custodian	Institutional Laborer	P	Cost Avoidance/Vacancy will result in an increase in costs - Overtime	Approved	08/12/02	Lifts, loads, cleans heavy containers; pushes food delivery and supplies carts
05/09/02	1	6834A		Interm Laundry Worker	H	Vacancy ratio	Denied	08/12/02	Previously approved Sr Laundry Worker
05/09/02	1	2214A		ITC	H	Vacancy ratio	Approved	08/12/02	42% vacancy ratio in unit - Rio Hondo Area Office
05/09/02	1	6836A		Sr Laundry Worker	H	Vacancy ratio	Approved	08/12/02	100% vacancy ratio in unit - Ancillary Support Services
05/09/02	1	6065A		Tram Operator	H	Vacancy ratio	Approved	08/12/02	50% vacancy ratio in unit - Challenger
05/17/02	2	8025A		ITC	H	Vacancy will result in a reduction in services provided to the Court	Denied	08/12/02	Non-critical
05/17/02	1	8025A		ITC	H	Vacancy ratio	Approved	08/12/02	100% vacancy ratio in unit - Central Juvenile Hall
05/17/02	1	2214A		Investigator Aide	H	Vacancy will result in a reduction in services provided to the Court	Denied	08/12/02	Non-critical
05/17/02	1	2214A		Investigator Aide	H	Vacancy ratio	Approved	08/12/02	75% vacancy ratio in unit - Pretrial Services - Research and Development
05/17/02	1	2216A		Probation Director	H	Vacancy ratio	Approved	08/12/02	100% vacancy ratio in unit - Probation Headquarters
05/17/02	2	2201A		Program Analyst	H	Vacancy ratio	Approved	06/12/02	66% vacancy ratio in unit - Internal Investigations
05/17/02	1	578A		Sr Clerk	H	Vacancy ratio	Approved	08/12/02	100% vacancy ratio in unit - Central Juvenile Hall - Payroll Services
05/17/02	1	6405A		Sr Typist Clerk	H	Vacancy ratio	Approved	08/12/02	100% vacancy ratio in unit - Personnel Services/Employment Services
05/17/02	1	8103A		SPW	H	Vacancy ratio	Approved	08/12/02	100% vacancy ratio in unit - Ancillary Support Services

HIRING AND PROMOTION REQUESTS

Fiscal Year 2001- 02

4th Quarter (April - June 2002)

DEPARTMENTAL REQUEST							CAO DISPOSITION		
Date Requested	Number of Positions Requested	Request Sub No	Classification From	Classification To	Rate/Hrs Pay Promote	Justification	Approved/Denied	Date of Approval/Denial	Reason for Approval/Denial
Probation (#17000) continued									
05/17/02	1	2214A		Word Processor I	H	Vacancy will result in a reduction in services provided to the Court	Denied	08/12/02	Non-critical
05/23/02	2	2095A		Sec II	H	Vacancy ratio	Approved	08/12/02	33% vacancy ratio in unit - East LA Area Office
05/23/02	1	6832A		Laundry Worker	H	Vacancy ratio	Approved	08/12/02	50% vacancy ratio in unit - Barry J Nidorf Juvenile Hall
05/31/02	1	8103F		Community Worker	H	Cost Avoidance/Vacancy will result in an increase in costs - Overtime	Approved	08/12/02	Tutoring services for Operation Read
05/31/02	1	6774A		Custodian	H	Cost Avoidance/Vacancy will result in an increase in costs - Overtime	Approved	08/12/02	Facilities maintenance - Ancillary Support Services
05/31/02	2	2214A		ITC	H	Vacancy ratio	Approved	08/12/02	33% vacancy ratio in unit - Jaws/Work Crew Program
05/31/02	2	8243F		SPW	H	Cost Avoidance/Vacancy will result in an increase in costs - Overtime	Approved	08/12/02	Tutoring services for Operation Read
06/06/02	2	2214A		ITC	H	Cost Avoidance/Vacancy will result in an increase in costs - Overtime	Denied	08/12/02	Non-critical
06/06/02	1	2214A		ITC	H	Cost Avoidance/Vacancy will result in an increase in costs - Overtime	Approved	08/12/02	Critical clerical support - Northeast Juvenile Justice Center
06/06/02	1	2095A		Sec II	H	Vacancy ratio	Approved	08/12/02	100% vacancy ratio in unit - Central/Regional Placement Office
06/06/02	1	2096A	Sec II	Sec III	P	Critical to management operations	Approved	08/12/02	Sole secretarial support for Director who manages Office of Prevention Services
06/06/02	1	8243F		SPW	H	Critical to operations	Approved	08/12/02	Tutoring services for Operation Read
06/14/02	1	8670N		Investigator Aide	H	Revenue offset	Approved	08/05/02	Electronic monitoring contract
06/14/02	1	8595N		Crew Instructor	H	Revenue offset	Approved	08/05/02	JAWS/PAWS juvenile and adult alternative community programs
06/14/02	1	6774A		Custodian	H	Vacancy ratio	Approved	08/12/02	33% vacancy ratio in unit - Central Juvenile Hall
06/14/02	1	1881A		Deptl Civil Service Rep	H	Vacancy ratio	Approved	08/12/02	25% vacancy ratio in unit - Employee Relations/Discipline
06/14/02	1	2214A		ITC	H	Vacancy will result in a reduction in services provided to the Court	Approved	08/12/02	Critical clerical support - Crenshaw Area Office
06/14/02	1	6832A		Laundry Wkr	H	Vacancy ratio	Approved	08/12/02	100% vacancy ratio in unit - Central Juvenile Hall
06/14/02	2	6721A		Personal Property Wkr	H	Cost Avoidance/Vacancy will result in an increase in costs - Overtime	Approved	08/12/02	25% vacancy ratio in unit - Barry J Nidorf Juvenile Hall
06/14/02	1	6836A		Sr Laundry Worker	H	Vacancy ratio	Approved	08/12/02	100% vacancy ratio in unit - Central Juvenile Hall
06/14/02	1	8243F		SPW	H	Cost Avoidance/Vacancy will result in an increase in costs - Overtime	Approved	08/12/02	Tutoring services for Operation Read
06/14/02	1	6724A		Supvg Personal Prop Wkr	H	Vacancy ratio	Approved	08/12/02	100% vacancy ratio in unit - Central Juvenile Hall
06/20/02	3	2214A		ITC	H	Vacancy will result in a reduction in services provided to the Court	Denied	08/12/02	Non-critical
06/28/02	1	8595N		Crew Instructor	H	Revenue offset	Approved	08/05/02	JAWS/PAWS juvenile and adult alternative community programs
06/28/02	1	1003A	Head DPT	ASM II	P	Critical to operations	Approved	08/12/02	Critical to Probation's Examination unit
06/28/02	1	6051A	Medium Truck Driver	Heavy Truck Driver	P	Position reclassified 12/18/2001	Approved	08/12/02	Board-approved reclassification
06/28/02	1	2343A		Procurement Aid	H	Vacancy ratio	Approved	08/12/02	43% vacancy ratio in unit - Ancillary Support Services
06/28/02	1	1849A		Sr DPT	H	Vacancy ratio	Approved	08/12/02	33% vacancy ratio in unit - Administrative Services
06/28/02	3	8620A	Probation Director I	Probation Director	P	Critical to management operations - MAPP	Approved	09/05/02	Critical to operations

Hires-Approved	67
Hires-Denied	18
Promotions-Approved	11
Promotions-Denied	1
Total	97

Public Defender (#15200)

05/10/02	1	2214A		ITC	H	Critical need	Approved	05/23/02	Provides support to attorneys to help reduce unavailability
05/10/02	2	1154A		Interpreter	H	Vacancy Ratio	Approved	05/23/02	100% vacancy ratio in unit
05/10/02	2	2591A		DSA I	H	Vacancy Ratio	Approved	05/23/02	100% vacancy ratio in unit
05/10/02	1	9234A	Sr Paralegal	Supvg Paralegal	P	Vacancy Ratio	Approved	05/23/02	66% vacancy ratio in unit
05/10/02	1	9035A	Psych Social Wkr I	Psych Social Wkr II	P	Grant funded position	Approved	05/23/02	Funded by Juvenile Accountability Block Grant (JAIBG)
05/10/02	1	1849A	DPT	Sr DPT	P	Critical need	Denied	05/23/02	Non-critical to main mission of Public Defender
06/03/02	1	2160A		LOSA I	H	Critical need	Approved	06/07/02	Provides critical support to attorneys in case preparation; would result in reduced service to clients

HIRING AND PROMOTION REQUESTS

Fiscal Year 2001- 02

4th Quarter (April - June 2002)

DEPARTMENTAL REQUEST							CAO DISPOSITION		
Date Requested	Number Positions Requested	Item & Sub No	Classification From	Classification To	H= Hire P=Promote	Justification	Approved/ Denied	Date of Approval/ Denial	Reason for Approval/Denial

Public Defender (#15200) continued

06/03/02	1	2160A	Medical Stenographer	LOSA I	P	Critical need	Approved	06/07/02	Provides critical support to attorneys in case preparation; would result in reduced service to clients
06/06/02	3	8242F		Student Worker	H	Critical need	Approved	06/11/02	Provides critical office support services
06/06/02	4	8243F		SPW	H	Critical need	Approved	06/11/02	Provides critical office support services
06/20/02	3	9248A		Deputy Public Defender	H	Cost Avoidance/Vacancy will result in increased costs	Approved	06/27/02	Reduces unavailability and use of private attorneys & places 3 attorneys in courtrooms countywide
06/20/02	18	9243F		Sr Law Clerks	H	Critical need	Approved	06/27/02	Critical recruitment tool - Public Defender offers Sr Law Clerks full-time Deputy Public Defender positions after they pass the bar exam
06/20/02	1	2160A		LOSA I	H	Critical to operations	Approved	06/27/02	Provides critical support to attorneys to help reduce unavailability and avoid service reductions to clients
06/20/02	26	9248A	Deputy Public Defender I	Deputy Public Defender II	P	Critical to operations	Approved	06/27/02	Reduces unavailability and use of private attorneys & places 26 attorneys in courtrooms countywide
06/20/02	1	2168A	LOSA II	Supvg LOSA	P	Critical to operations	Approved	06/27/02	Provides supervision for clerical staff in litigation support division
06/20/02	1	2161A	LOSA I	LOSA II	P	Critical to operations	Approved	06/27/02	Provides critical technical support functions to attorneys to reduce unavailability
06/20/02	1	1331A	Warehouse Wkr Aid	Payroll Clerk I	P	Critical to operations	Approved	06/27/02	Provides critical payroll processing services

Hires-Approved	35
Promotions-Approved	32
Promotions-Denied	1
Total	68

Public Social Services (#25900)

04/08/02	7	9179A	EW I	EW II	P	Paired Class	Approved	04/30/02	Paired Class - Required by MOU
04/08/02	5	1138A	Clerk	Intermediate Clerk	P	Paired Class	Approved	04/30/02	Paired Class - Required by MOU
04/08/02	3	9051A	Social Worker Trainee	Social Worker	P	Paired Class	Approved	04/30/02	Paired Class - Required by MOU
04/08/02	4	1138A	Intermediate Clerk	ITC	P	Administrative reassignment	Approved	04/30/02	Administrative reassignment - subvended
04/08/02	1	1138A	Clerk	Intermediate Clerk	P	Paired Class	Approved	04/30/02	Paired Class - Required by MOU
04/16/02	3	9179A	EW I	EW II	P	To correct an administrative error	Approved	04/18/02	Administrative error resulted in non-promotion before freeze
04/16/02	1	9178A	Intermediate Clerk	EW I	P	To correct an administrative error	Approved	04/18/02	Administrative error resulted in non-promotion before freeze
04/22/02	3	9179A	EW I	EW II	P	Paired Class	Approved	04/30/02	Paired Class - Required by MOU
04/22/02	6	1138A	Clerk	Intermediate Clerk	P	Paired Class	Approved	04/30/02	Paired Class - Required by MOU
04/22/02	1	1138A	Intermediate Clerk	ITC	P	Administrative reassignment	Approved	04/30/02	Administrative reassignment - subvended
04/22/02	1	2216A	Sr Clerk	Sr Typist Clerk	P	Administrative reassignment	Approved	04/30/02	Administrative reassignment - subvended
04/30/02	1	9179A	EW I	EW II	P	Paired Class	Approved	04/30/02	Paired Class - Required by MOU
04/30/02	15	1138A	Clerk	Intermediate Clerk	P	Paired Class	Approved	04/30/02	Paired Class - Required by MOU
04/30/02	1	9051A	Social Worker Trainee	Social Worker	P	Paired Class	Approved	04/30/02	Paired Class - Required by MOU
04/30/02	6	1138A	Intermediate Clerk	ITC	P	Administrative reassignment	Approved	04/30/02	Administrative reassignment - subvended
04/30/02	2	9179A	EW I	EW II	P	Paired Class	Approved	05/01/02	Paired Class - Required by MOU
05/01/02	5	1138A	Intermediate Clerk	ITC	P	Administrative reassignment	Approved	04/30/02	Administrative reassignment - subvended
05/01/02	3	9179A	EW I	EW II	P	Paired Class	Approved	05/01/02	Paired Class - Required by MOU
05/01/02	6	1138A	Clerk	Intermediate Clerk	P	Paired Class	Approved	05/01/02	Paired Class - Required by MOU
05/06/02	35	9179A	EW I	EW II	P	Paired Class	Approved	05/07/02	Paired Class - Required by MOU
05/14/02	1	9051A	Social Worker Trainee	Social Worker	P	Paired Class	Approved	05/21/02	Paired Class - Required by MOU
05/14/02	1	9051A	Social Worker Trainee	Social Worker	P	Paired Class	Approved	05/21/02	Paired Class - Required by MOU
05/14/02	6	1138A	Clerk	Intermediate Clerk	P	Paired Class	Approved	05/21/02	Paired Class - Required by MOU
05/14/02	1	2214A	Typist-Clerk	ITC	P	Paired Class	Approved	05/21/02	Paired Class - Required by MOU
05/14/02	1	9179A	EW I	EW II	P	Paired Class	Approved	05/21/02	Paired Class - Required by MOU
05/21/02	5	1138A	Intermediate Clerk	ITC	P	Administrative reassignment	Approved	05/29/02	Administrative reassignment - subvended
05/28/02	4	1138A	Intermediate Clerk	ITC	P	Administrative reassignment	Approved	06/03/02	Administrative reassignment - subvended
05/28/02	4	9179A	EW I	EW II	P	Paired Class	Approved	06/03/02	Paired Class - Required by MOU
05/28/02	2	1138A	Clerk	Intermediate Clerk	P	Paired Class	Approved	06/03/02	Paired Class - Required by MOU
06/10/02	5	1138A	Clerk	Intermediate Clerk	P	Paired Class	Approved	06/14/02	Paired Class - Required by MOU
06/10/02	5	9179A	EW I	EW II	P	Paired Class	Approved	06/14/02	Paired Class - Required by MOU
06/10/02	1	9051A	Social Worker Trainee	Social Worker	P	Paired Class	Approved	06/14/02	Paired Class - Required by MOU
06/11/02	13	9179A	EW I	EW II	P	Paired Class	Approved	06/19/02	Paired Class - Required by MOU
06/11/02	7	9051A	Social Worker Trainee	Social Worker	P	Paired Class	Approved	06/19/02	Paired Class - Required by MOU
06/11/02	2	9152A	Wlf Fraud Inv Trainee	Welfare Fraud Invest	P	Paired Class	Approved	06/19/02	Paired Class - Required by MOU
06/11/02	1	2214A	Typist-Clerk	ITC	P	Paired Class	Approved	06/19/02	Paired Class - Required by MOU

HIRING AND PROMOTION REQUESTS

Fiscal Year 2001- 02

4th Quarter (April - June 2002)

DEPARTMENTAL REQUEST							CFO DISPOSITION		
Date Requested	MOU Positions Requested	Item # Sub No	Classification From	Classification To	P-Promote	Classification	Approved/Denied	Date of Approval/Denial	Reason for Approval/Denial

Public Social Services (#25900) continued

06/11/02	2	1138A	Clerk	Intermediate Clerk	P	Paired Class	Approved	06/19/02	Paired Class - Required by MOU
06/12/02	14	1138A	Clerk	Intermediate Clerk	P	Paired Class	Approved	06/19/02	Paired Class - Required by MOU
06/12/02	1	2214A	Typist-Clerk	ITC	P	Paired Class	Approved	06/19/02	Paired Class - Required by MOU
06/12/02	7	9179A	EW I	EW II	P	Paired Class	Approved	06/19/02	Paired Class - Required by MOU
06/12/02	2	9152A	Wlf Fraud Inv Trainee	Welfare Fraud Invest	P	Paired Class	Approved	06/19/02	Paired Class - Required by MOU
06/12/02	1	9051A	Social Worker Trainee	Social Worker	P	Paired Class	Approved	06/19/02	Paired Class - Required by MOU
06/18/02	2	9051A	Social Worker Trainee	Social Worker	P	Paired Class	Approved	06/24/02	Paired Class - Required by MOU
06/18/02	1	9179A	EW I	EW II	P	Paired Class	Approved	06/24/02	Paired Class - Required by MOU
06/18/02	1	1138A	Clerk	Intermediate Clerk	P	Paired Class	Approved	06/24/02	Paired Class - Required by MOU
06/18/02	2	9051A	Social Worker Trainee	Social Worker	P	Paired Class	Approved	06/28/02	Paired Class - Required by MOU
06/18/02	2	9179A	EW I	EW II	P	Paired Class	Approved	06/28/02	Paired Class - Required by MOU
06/18/02	2	2214A	Typist-Clerk	ITC	P	Paired Class	Approved	06/28/02	Paired Class - Required by MOU
06/18/02	3	1138A	Clerk	Intermediate Clerk	P	Paired Class	Approved	06/28/02	Paired Class - Required by MOU
06/19/02	1	9051A	Social Worker Trainee	Social Worker	P	Paired Class	Approved	06/24/02	Paired Class - Required by MOU
06/19/02	1	2214A	Typist-Clerk	ITC	P	Paired Class	Approved	06/24/02	Paired Class - Required by MOU
06/19/02	2	1138A	Clerk	Intermediate Clerk	P	Paired Class	Approved	06/24/02	Paired Class - Required by MOU
06/19/02	121	9179A	EW I	EW II	P	Paired Class	Approved	06/24/02	Paired Class - Required by MOU
06/27/02	25	9179A	EW I	EW II	P	Paired Class	Approved	07/02/02	Paired Class - Required by MOU

Promotions-Approved 358
Total 358

Regional Planning (#19350)

04/14/02	5	4435A		Prin Reg Planning Asst	H	Critical need	Denied	04/19/02	Critical need not demonstrated
04/14/02	5	4431A		Sr Reg Planning Asst	H	Critical need	Denied	04/19/02	Critical need not demonstrated
05/15/02	2	8243F		SPW	H	1st District Priority	Approved	06/05/02	Priority for 1st District

Hires-Approved 2
Hires-Denied 10
Total 12

Registrar-Recorder/County Clerk (#11300)

01/09/02	1	2214A	Intermediate Clerk (N)	Intermediate Clerk	P	Critical need	Approved	04/22/02	Critical need
01/17/02	1	1205A		Head, Elec & Doc Proc Svcs	H	Critical need	Approved	04/19/02	Critical need
01/29/02	1	0648A	Accountant II	Accountant III	P	Critical need	Approved	04/22/02	Critical need
01/29/02	1	0889A	Accountant II	AA III	P	Critical need	Approved	04/22/02	Critical need
01/29/02	1	2332A	Warehouse Worker I	Warehouse Worker II	P	Critical need	Approved	04/22/02	Critical need
01/29/02	1	2102A		Sr Secretary II	H	Critical need	Approved	04/22/02	Critical need
01/29/02	1	0648A		Accountant III	H	Critical need	Denied	04/22/02	Critical need not demonstrated
01/29/02	1	0643A		Acctg Tech II	H	Critical need	Approved	04/22/02	Critical need
01/29/02	1	0578A		Account Clerk II	H	Critical need	Denied	04/22/02	Critical need not demonstrated
02/08/02	2	2219A	Intermediate Clerk	Supvg Typist Clerk	P	Critical need	Denied	04/17/02	Previously approved ARB for July 1 - Dec 31 in lieu of temporary promotion
03/08/02	3	0913A	Staff Assistant II (N)	Staff Assistant II	P	Critical need	Approved	04/19/02	Critical need
03/08/02	1	0907A	Staff Assistant I (N)	Staff Assistant I	P	Critical need	Approved	04/19/02	Critical need
03/08/02	1	0887A	AA I (N)	AA I	P	Critical need	Approved	04/19/02	Critical need
03/18/02	1	2329A	Clerk, NC	Warehouse Worker Aid	P	Critical need	Approved	04/19/02	Critical need
03/18/02	1	0888A	Supvg Word Processor	Supply Officer I	P	Critical need	Denied	04/19/02	Current position must be reviewed by DHR for proper allocation
03/26/02	1	1003A		ASM II	H	Critical need	Approved	04/19/02	Critical need
03/26/02	1	0880A		Sys & Work Meas Analy II	H	Critical need	Approved	04/19/02	Critical need
04/03/02	1	2214A	Clerk (N)	ITC	P	Critical need	Denied	04/17/02	Critical need not demonstrated
04/12/02	3	9315E		Election Assistant III	H	Reimbursable services	Approved	04/17/02	Critical election staffing for Special Elections
04/12/02	3	9315E		Election Assistant II	H	Reimbursable services	Approved	04/18/02	Critical election staffing for Special Elections
04/26/02	1	1205B		Head, Elec & Doc Proc Svcs	H	Critical need	Approved	04/30/02	Critical election staffing for November 2002
05/09/02	2	2593A		Data Systems Coord	H	Critical need - Election related	Approved	06/07/02	Critical need
05/09/02	1	2593A		Data Systems Coord	H	Critical need - Revenue offset	Approved	06/07/02	Critical need
05/09/02	1	2590A		DSA I	H	Critical need	Approved	06/07/02	Critical need
06/18/02	1	0643A	Acctg Tech I	Acctg Tech II	P	Critical need	Approved	07/12/02	Obsolete position
06/18/02	1	0674A	Acctg Tech II	Accountant II	P	Critical need	Approved	07/12/02	Critical election staffing
06/18/02	1	0648A	Accountant II	Accountant III	P	Critical need	Denied	07/12/02	Incumbent has been receiving an out of class bonus less than 1 year

HIRING AND PROMOTION REQUESTS

Fiscal Year 2001- 02

4th Quarter (April - June 2002)

DEPARTMENTAL REQUEST							CANDIDATE DISPOSITION		
Date Requested	Position Requested	Item No.	Classification from	Classification to	Promotion	Justification	Approved/Denied	Approval Date	Reason for Approval/Denial

Registrar-Recorder/County Clerk (#11300) continued

06/18/02	1	0657A	Accountant III	Accounting Officer II	P	Critical need	Denied	07/12/02	Incumbent has been receiving an out of class bonus less than 1 year
06/18/02	1	0888A	Supvg WP	AA II	P	Critical need	Approved	07/12/02	Incumbent has been receiving an out of class bonus for over 1 year
06/18/02	1	0889A		AA III	H	Critical need	Approved	07/12/02	Incumbent has been receiving an out of class bonus for over 1 year
06/27/02	16	8243F		SPW	H	Critical election prep staffing	Approved	07/12/02	Critical election prep staff
06/27/02	1,074	1136E		Clerk	H	Critical election prep staffing	Approved	07/12/02	Critical election prep staff
06/27/02	4	9338F		Special Deputy	H	Critical election prep staffing	Approved	07/12/02	Critical election prep staff
06/27/02	888	9312F		Election Assistant I	H	Critical election prep staffing	Approved	07/12/02	Critical election prep staff
06/27/02	450	9313F		Election Assistant II	H	Critical election prep staffing	Approved	07/12/02	Critical election prep staff
06/27/02	239	9315F		Election Assistant III	H	Critical election prep staffing	Approved	07/12/02	Critical election prep staff

Hires-Approved	2,688
Hires-Denied	2
Promotions-Approved	13
Promotions-Denied	6
Total	2,709

Sheriff (#15681)

04/02/02	1	1003A		ASM II	H	Provides critical administrative support	Approved	04/16/02	Critical need - provides administrative support
04/04/02	1	1229A	Accountant II	OA II, Sheriff	P	Position needed in the Special Accounts unit and will be responsible for reviewing Medical Services Bureau printouts	Approved	04/09/02	Critical position needed in Medical Services Bureau
04/04/02	1	5107A		Nursing Assist, Sheriff	H	Needed to meet the 25 hours per patient nursing requirement in the Medical Services Bureau	Approved	04/09/02	Position needed to obtain Correctional Treatment Center (CTC) licensure for Medical Services Bureau
04/04/02	4	1133A	Sheriff Station Clerk I	Sheriff Station Clerk II	P	Position needed to process all paperwork associated with field law enforcement function ensuring that the Department complies with all federal and state regulations	Approved	04/09/02	Paired Class - Required by MOU
04/04/02	9	5107A		Nursing Assist, Sheriff	H	Needed to meet the 25 hours per patient nursing requirement in the Medical Services Bureau	Approved	04/09/02	Position needed to obtain Correctional Treatment Center (CTC) licensure for Medical Services Bureau
04/04/02	2	4977A		Phlebotomy Tech I	H	Position needed to perform venipuncture and skin puncture to obtain blood specimens from inmates/patients population within the Department's custody facilities	Approved	04/09/02	Critical need - To ensure medical care is provided to the inmate/patient population within the Department's custody facilities
04/04/02	2	1132A		Sheriff Station Clerk I	H	Position needed to process all paperwork associated with field law enforcement function ensuring that the Department complies with all federal and state regulations	Approved	04/09/02	Paired Class - Required by MOU
04/04/02	1	2704A		Community Svcs Asst	H	Needed to fulfill contract with City of Palmdale	Approved	04/16/02	Position is revenue offset and must be filled to meet contractual agreement with City of Palmdale
04/04/02	1	2704A		Community Svcs Asst	H	Needed to fulfill contract with City of Lawndale	Approved	04/16/02	Position is revenue offset and must be filled to meet contractual agreement with City of Lawndale
04/04/02	1	2218A	Custody Records Clerk I	Custody Records Clerk II	P	Position needed to perform the daily operations (e.g. computing length of inmates' sentences) in the Inmate Reception Center	Approved	05/02/02	Critically needed position for the Inmate Reception Center to prevent erroneous releases and over detentions of inmates and, thereby, reducing County liability
04/04/02	1	2745A	Records System Clerk II	Law Enforcement Tech	P	Position needed to perform various functions at the Carson Station	Approved	05/02/02	Critical need - Responsible for essential functions in Sheriff's operation
04/04/02	1	1136N		Clerk, Recurrent	H	Provides critical clerical support in Medical Records Unit at various inmate facilities	Approved	05/02/02	Critical position needed in Medical Services Bureau
04/04/02	1	2708A		Deputy Sheriff	H	Critical need - Public Safety	Approved	04/29/02	Critical need - Public Safety
04/04/02	1	2245A	Court Records Sys Clerk III	Supvg Court Records Sys Clerk	P	Position needed to manage Civil Operation in a branch within Court Services Division	Denied	04/16/02	Department currently projected to over expend budget
04/04/02	1	1229A	Employee Svcs Assist I	OA II, Sheriff	P	Provides critical administrative support to the new Centralized Custodian of Records Unit	Denied	04/16/02	Department currently projected to over expend budget
04/04/02	1	1229A	OA I, Sheriff	OA II, Sheriff	P	Position needed to act as Course Coordinator for many classes offered by the Professional Development Bureau/Civilian Training Unit	Denied	04/16/02	Department currently projected to over expend budget

HIRING AND PROMOTION REQUESTS

Fiscal Year 2001- 02

4th Quarter (April - June 2002)

DEPARTMENTAL REQUEST							CAO DISPOSITION		
Date Requested	Number of Positions Requested	Item & Sub No	Classification From	Classification To	Hire/Promote	Justification	Approved/Denied	Date of Approval/Denial	Reason for Approval/Denial
Sheriff (#15681) continued									
04/04/02	2	2242A	Records System Clerk II	Records System Clerk III	P	Perform and train staff in the Fingerprint Identification Unit on clerical functions	Denied	04/16/02	Department currently projected to over expend budget
04/04/02	1	1229A	Sec V	OA II, Sheriff	P	Provide staff support to the Risk Management Bureau's Performance Review Committee	Denied	04/16/02	Department currently projected to over expend budget
04/04/02	1	2216A	Sr Clerk	Sr Typist Clerk	P	Provide clerical support to the Contracts Information Tech Unit	Denied	04/16/02	Department currently projected to over expend budget
04/04/02	2	1555A	Auto Fingerprint ID Sys Tech II	Auto Fingerprint ID Sys Tech Op Supvr	P	Supervise, train and evaluate a team of Automated Fingerprint Identification System Technicians and clerical staff	Denied	04/29/02	Department currently projected to over expend budget
04/04/02	1	4229A		Contract Program Monitor	H	Perform various functions in the Contract Unit	Denied	04/29/02	Department currently projected to over expend budget
04/04/02	1	1228A	ITC	OA I, Sheriff	P	Provide computer research at the Detective Information Resource Center (DIRC)	Denied	04/29/02	Department currently projected to over expend budget
04/04/02	1	1002A	OA III, Sheriff	ASM I	P	Position needed to maintain consistency in the Contract Compliance Monitoring Unit	Denied	04/29/02	Department currently projected to over expend budget
04/04/02	1	2242A	Word Processor II	Records System Clerk III	P	Provide ongoing maintenance and support for the Consolidated Criminal History Reporting System (CCHRS) project	Denied	04/29/02	Department currently projected to over expend budget
04/04/02	1	2242A	Records System Clerk II	Records System Clerk III	P	Provide ongoing maintenance and support for the Consolidated Criminal History Reporting System (CCHRS) project	Denied	04/29/02	Department currently projected to over expend budget
04/04/02	1	2585A		Sr Systems Aid	H	Provide support to the Criminal Justice Community in Los Angeles County	Denied	04/29/02	Department currently projected to over expend budget
04/04/02	1	2240A		Records System Clerk I	H	Provide clerical support to the Countywide Warrant System Unit	Denied	04/29/02	Department currently projected to over expend budget
04/04/02	1	2240A		Records System Clerk I	H	Position needed to fill vacancy in the Records Bureau's Public Services Unit	Denied	04/29/02	Department currently projected to over expend budget
04/04/02	1	1138A		Intermediate Clerk	H	Provides clerical support in the Narcotics Bureau	Denied	04/29/02	Department currently projected to over expend budget
04/04/02	2	2591A		DSA II	H	Fill vacancies in the Los Angeles Regional Crime Information System (LARCIS) Unit	Denied	05/02/02	Department currently projected to over expend budget
04/08/02	1	1229A	Intermediate Clerk	OA II, Sheriff	P	Position needed in Medical Services Bureau to assist the Clinic Nursing Director	Approved	04/16/02	Position needed to obtain Correctional Treatment Center (CTC) licensure for Medical Services Bureau
04/08/02	2	6619A		General Maint Wkr	H	Position needed to perform critical building maintenance and repair work in all the Department's facilities	Approved	05/02/02	Critical need - Responsible for essential functions in Sheriff's operation
04/08/02	1	1229A	Accountant II	OA II, Sheriff	P	Provide general administrative support to the Accounts Payable Unit	Denied	04/16/02	Department currently projected to over expend budget
04/08/02	1	2214A		ITC	H	Provide clerical support to the Retirement Unit	Denied	04/16/02	Department currently projected to over expend budget
04/08/02	1	2214A		ITC	H	Provide clerical support to the Central Property and Evidence Unit	Denied	04/29/02	Department currently projected to over expend budget
04/08/02	1	6776A	Custodian	Custodian Wkg Supvr	P	Position needed to supervise female inmates in all aspects of housekeeping at the Executive Offices	Denied	04/29/02	Department currently projected to over expend budget
04/08/02	1	1598A		Public Info Assistant	H	Fill vacancy in the Community/Law Enforcement Partnership Program (CLEPP)	Denied	05/02/02	Department currently projected to over expend budget
04/11/02	3	7492A		Helicopter Mechanic	H	Provides critical maintenance of aircraft fleet	Approved	04/12/02	Critical need - provides maintenance of aircraft fleet
04/11/02	1	1133A	Sheriff's Station Clerk I	Sheriff Station Clerk II	P	Position needed to process all paperwork associated with field law enforcement function ensuring that the Department complies with all federal and state regulations	Approved	04/16/02	Paired Class - Required by MOU
04/11/02	1	1132A		Sheriff Station Clerk I	H	Position needed to process all paperwork associated with field law enforcement function ensuring that the Department complies with all federal and state regulations	Approved	04/16/02	Paired Class - Required by MOU
04/16/02	22	2719A	Sergeant	Lieutenant	P	Public Safety	Denied	04/18/02	Additional information was not provided
04/16/02	42	2717A	Deputy Sheriff	Sergeant	P	Public Safety	Denied	04/18/02	Additional information was not provided
04/17/02	5	1140A		Sr Clerk	H	Position needed to perform timekeeping functions	Denied	05/02/02	Department currently projected to over expend budget

HIRING AND PROMOTION REQUESTS

Fiscal Year 2001-02

4th Quarter (April - June 2002)

DEPARTMENTAL REQUEST							ACTION/DISPOSITION		
Date Requested	Positions Requested	Item & Sub No	Classification From	Classification To	Promote	Justification	Approved/Denied	Date of Approval/Denial	Reason for Approval/Denial
Sheriff (#15681) continued									
04/17/02	3	1140A	Intermediate Clerk	Sr Clerk	P	Position needed to perform timekeeping functions	Denied	05/02/02	Department currently projected to over expend budget
04/17/02	1	1140A	ITC	Sr Clerk	P	Position needed to perform timekeeping functions	Denied	05/02/02	Department currently projected to over expend budget
04/19/02	1	4336A	Criminalist	Sr Criminalist	P	Position needed to assist with the increasing DNA backlog caseload	Approved	05/02/02	Critical need - Assist with DNA backlog caseload
04/19/02	1	2214A		ITC	H	Provides critical clerical support to the Central Property and Evidence Unit	Denied	05/02/02	Department currently projected to over expend budget
04/19/02	1	0656A	Accountant II	Acctg Officer I	P	Supervise lower level staff	Denied	05/02/02	Department currently projected to over expend budget
04/19/02	1	1229A	Accountant II	OA II, Sheriff	P	Supervise lower level staff	Denied	05/02/02	Department currently projected to over expend budget
04/19/02	1	0647A	Acctg Tech I	Accountant II	P	Position needed to oversee revenue and expenses of the Narcotic Enforcement Fund	Denied	05/02/02	Department currently projected to over expend budget
04/19/02	1	1230A	OA II, Sheriff	OA III, Sheriff	P	Supervise lower level staff	Denied	05/02/02	Department currently projected to over expend budget
04/19/02	4	2303A	Evid & Prop Custodian I	Evid & Prop Custodian III	P	Fill vacancies at the Central Property and Evidence Warehouse	Denied	05/02/02	Department currently projected to over expend budget
04/19/02	1	2304A	Evid & Prop Custodian III	Supvg Evid & Prop Custodian	P	Supervise staff	Denied	05/02/02	Department currently projected to over expend budget
04/22/02	1	2704A		Community Svcs Asst	H	Needed to fulfill contract with City of Cerritos	Approved	04/29/02	Position is revenue offset and must be filled to meet contractual agreement with City of Cerritos
04/22/02	1	2745A		Law Enforcement Tech	H	Position needed to perform various functions at the Carson Station	Approved	04/29/02	Critical need - Responsible for essential functions in Sheriff's operation
04/22/02	1	4331A	SPW	Criminalistics Lab Tech	P	Position needed to prepare critical analytical reagents and perform quality assurance tests and maintenance on analytical instruments for the Controlled Substance Analysis Program	Approved	05/02/02	Critical position needed in Scientific Services Bureau
04/22/02	1	4331A		Criminalistics Lab Tech	H	Position needed to prepare critical analytical reagents and perform quality assurance tests and maintenance on analytical instruments for the Controlled Substance Analysis Program	Approved	05/02/02	Critical position needed in Scientific Services Bureau
04/22/02	1	4333A		Criminalist	H	Perform various functions at the Scientific Services Bureau	Denied	04/29/02	Department currently projected to over expend budget
04/22/02	1	1229A	OA I, Sheriff	OA II, Sheriff	P	Provide administrative support to the Communications and Fleet Management Bureau	Denied	04/29/02	Department currently projected to over expend budget
04/22/02	1	1229A	OA I, Sheriff	OA II, Sheriff	P	Provide administrative support to the Professional Development Bureau	Denied	04/29/02	Department currently projected to over expend budget
04/22/02	1	2239A	Sr Typist Clerk	Court Records Sys Clerk II	P	Provide clerical support to the Court Services Division	Denied	04/29/02	Department currently projected to over expend budget
04/22/02	1	2239A	Word Processor I	Court Records Sys Clerk II	P	Provide clerical support to the Huntington Park Branch	Denied	04/29/02	Department currently projected to over expend budget
04/22/02	1	1140A		Sr Clerk	H	Position needed to perform timekeeping duties	Denied	04/29/02	Department currently projected to over expend budget
04/22/02	1	2525A		EDP Sr Prog Analyst	H	Provide ongoing maintenance and enhancements of the existing Countywide Warrant System and Conditions of Probation Subsystem	Denied	05/02/02	Department currently projected to over expend budget
04/23/02	1	2217A		Custody Records Clerk I	H	Position needed to perform the daily operations (e.g. computing length of inmates' sentences) in the Inmate Reception Center	Approved	05/02/02	Critically needed position for the Inmate Reception Center to prevent erroneous releases and over detentions of inmates thereby reducing County liability
04/24/02	1	5107A		Nursing Assist, Sheriff	H	Position needed to assist in the direct evaluation, medication and treatment of inmate/patients in the Department's custody facilities	Approved	04/29/02	Position needed to obtain Correctional Treatment Center (CTC) licensure for Medical Services Bureau
04/24/02	3	2704A		Community Svcs Asst	H	Needed to fulfill contract with City of Santa Clarita	Approved	04/29/02	Position is revenue offset and must be filled to meet contractual agreement with City of Santa Clarita
04/24/02	1	2243A	Court Records Sys Clerk II	Court Records Sys Clerk III	P	Position needed to approve daily bank deposits and train lower level staff	Denied	04/29/02	Department currently projected to over expend budget
04/24/02	1	2245A	Court Svcs Specialist	Supvg Court Rec Sys Clerk	P	Position needed to manage Civil Operation in a branch within Court Services Division	Denied	04/29/02	Department currently projected to over expend budget
04/25/02	1	5107A		Nursing Assist, Sheriff	H	Position needed to assist in the direct evaluation, medication and treatment of inmate/patients in the Department's custody facilities	Approved	04/29/02	Critical need - To ensure medical care is provided to the inmate/patient population within the Department's custody facilities

HIRING AND PROMOTION REQUESTS
Fiscal Year 2001- 02
4th Quarter (April - June 2002)

DEPARTMENTAL REQUEST						CAO DISPOSITION		
Date Requested	Position Requested	Item Sub No	Classification From	Classification To	P-Promote	Justification	Approved/Denied	Reason for Approval/Denial

Sheriff (#15681) continued

04/30/02	1	1229A	OA I, Sheriff	OA II, Sheriff	P	Provides critical administrative support to the new Centralized Custodian of Records Unit	Approved	05/09/02	Critical need - provides essential administrative support
04/30/02	1	1229A	Custody Assistant	OA II, Sheriff	P	Provides critical administrative support to the new Centralized Custodian of Records Unit	Approved	05/09/02	Critical need - provides essential administrative support
04/30/02	1	1229A	Employee Svcs Assist I	OA II, Sheriff	P	Provides critical administrative support to the new Centralized Custodian of Records Unit	Approved	05/09/02	Critical need - provides essential administrative support
04/30/02	1	2214A		ITC	H	Provides critical clerical support to the new Centralized Custodian of Records Unit	Approved	05/09/02	Critical need - provides essential clerical support
04/30/02	1	2096A	Word Processor II	Sec III	P	Provides critical clerical support to the new Centralized Custodian of Records Unit	Approved	05/09/02	Critical need - provides essential clerical support
05/15/02	1	5516A	Pharmacist	Pharmacy Supervisor I	P	Position supervises professional and support pharmacy personnel in the provision of pharmacy services to the inmate/patients in the Department's custody facilities	Approved	05/23/02	Critical need - To ensure compliance with standards
05/15/02	1	5107A		Nursing Assist, Sheriff	H	Position needed to assist in the direct evaluation, medication and treatment of inmate/patients in the Department's custody facilities	Approved	05/23/02	Critical need - To ensure medical care is provided to the inmate/patient population within the Department's custody facilities
05/16/02	1	7662A		Sheet Metal Worker	H	Position needed to address the many security and safety issues at the Men's Central Jail	Approved	06/11/02	Needed to ensure reliability of fire dampers
05/28/02	4	2708A		Deputy Sheriff	H	Critical need - Public Safety	Approved	06/03/02	Critical need - Public Safety
05/31/02	1	7662A		Sheet Metal Worker	H	Position needed to address the many security and safety issues at the Men's Central Jail	Approved	06/11/02	Needed to ensure reliability of fire dampers
06/26/02	1	2304A	Evid & Prop Custodian III	Supvg Evid & Prop Custodian	P	Supervise lower level staff	Approved	07/01/02	Concur with department justification
06/26/02	4	2303A	Evid & Prop Custodian III	Evid & Prop Custodian	P	Fill critical vacancies	Approved	07/01/02	Concur with department justification
06/26/02	1	2214A		ITC	H	Provides critical clerical support to the Central Property and Evidence Unit	Approved	07/01/02	Critical need - provides essential clerical support
06/28/02	1	4333A		Criminalist	H	Position needed to assist with the increasing DNA backlog caseload	Approved	07/16/02	Critical need - Assist with DNA backlog caseload

Hires-Approved	44
Hires-Denied	19
Promotions-Approved	21
Promotions-Denied	98
Total	182

Treasurer and Tax Collector (#10950)

04/01/02	1	1367A	Tax Services Clerk I	Tax Services Clerk II	P	Critical to meet department's main mission of tax collection	Approved	04/03/02	Per MOU between CAO and TTC
04/01/02	1	0647A	TBD	Accountant II	P	Incumbent transferred/reconciliation duties/generates revenue	Approved	04/03/02	Critical reconciliation duties/revenue generating position
04/04/02	2	1136E		Clerk, Temporary	H	Workload issue	Approved	04/04/02	Temp assignment due to workload for 2nd installment of prop taxes
04/15/02	5	1367A	Tax Services Clerk I	Tax Services Clerk II	P	Critical to meet department's main mission of tax collection	Approved	04/16/02	Per MOU between CAO and TTC
05/15/02	1	2216A		Sr Typist-Clerk	H	Critical vacancy & revenue offset	Approved	05/22/02	Critical need & revenue offset
05/15/02	2	2096A		Sec III	H	Vacancy due to incumbent's promotion & in lieu of other vacancy	Denied	05/22/02	Not justified as mission critical
06/04/02	7	1366A		Tax Services Clerk I	H	Critical to meet department's main mission of tax collection	Approved	06/14/02	Per MOU between CAO and TTC
06/04/02	1	0643A		Acctg Tech II	H	Vacancy due to incumbent's promotion/partial IFT offset	Approved	06/14/02	Per MOU between CAO and TTC
06/04/02	4	0642A	TBD	Acctg Tech I	P	Responsible for meeting court deadlines/partial IFT offset	Approved	06/14/02	Per MOU between CAO and TTC
06/04/02	1	0578A	Account Clerk I	Account Clerk II	P	Responsible for Public Health Sweep/partial IFT offset	Approved	06/14/02	Per MOU between CAO and TTC
06/04/02	1	1331A		Payroll Clerk I	H	Fill vacancy to allow supervisor to direct/monitor staff more efficiently	Denied	06/14/02	Exceeds MOU guidelines

HIRING AND PROMOTION REQUESTS

Fiscal Year 2001- 02

4th Quarter (April - June 2002)

HIRING AND PROMOTION REQUESTS									
Request Number	Request Date	Request Type	Request Description	Request Status	Request Action	Request Date	Request Action	Request Date	Request Action

Treasurer and Tax Collector (#10950) continued

06/04/02	1	2674A		Sr Data Conv Eq Op	H	Position assists in processing incoming payments	Denied	06/14/02	Exceeds MOU guidelines
06/04/02	1	2096A		Sec III	H	Assists the Asst Ops Chief/Revenue offset (OH)	Denied	06/14/02	Exceeds MOU guidelines
06/04/02	1	2096A	TBD	Sec III	P	Employee has been performing duties/Revenue offset (OH)	Denied	06/14/02	Exceeds MOU guidelines
06/04/02	1	1366A		Tax Services Clerk I	H	Critical to meet department's main mission of tax collection	Denied	06/14/02	Exceeds MOU guidelines
06/04/02	1	2329A		Warehouse Wkr Aid	H	29% vacancy rate/Implement cost savings procedures	Denied	06/14/02	Exceeds MOU guidelines
06/04/02	4	8243F		SPW	H	Provide clerical assistance/Reduce backlogs	Denied	06/14/02	Exceeds MOU guidelines

TBD - To be determined

Hires-Approved	11
Hires-Denied	11
Promotions-Approved	12
Promotions-Denied	1
Total	35

Summary Total	
Hires-Approved	4,676
Hires-Denied	135
Promotions-Approved	731
Promotions-Denied	153
Total	5,695